



## Job Advert Replenishment Analyst

A new opportunity has arisen for a Replenishment Analyst to join our Demand Planning team.

Baxters Food Group is a family owned global business established in Scotland over 150 years ago who are best known for premium food brands. For four generations the Baxters family has experienced dynamic change by launching into new market sectors through acquisitions and new products.

We're just as fussy about the people we employ as we are about the ingredients we use in our recipes. We employ people who are as passionate about our products as we are, after all food is one of the most competitive and fastest paced markets in the world. Our operational sites have strong local identities and we are highly respected in the local communities in which we operate. We are extremely proud that we have committed colleagues who have worked for us for over 30 years.

### **Principal purpose of the role:**

- Responsible for the delivery of an accurate 18-month rolling forecast at SKU/Customer level.
- Create & maintain reports using all available data sources to analyse trends, identify anomalies and make forecast recommendations.
- Work collaboratively with Commercial Sales, Commercial Finance and Supply Chain to continuously improve forecasting process and forecast accuracy – at macro and micro level.
- Assume responsibility for the Demand Planning process to ensure the adherence to deadlines and completion of the corresponding administrative tasks and reports.
- Create, maintain & report key Demand Planning KPI's – in alignment with the aims of the wider Supply Chain team.
- Create & maintain Smog & Obsolescence reports & manage process.

### **Main accountabilities:**

1. Become expert user of customer retail systems, SKU Trak, Essbase etc to maximise efficiency of data collection and analysis.
2. Work with retail supply chains on SKU Trak data to support keeping Baxters product portfolio fully stocked on shelf.
3. Liaise with internal departments across the business (e.g. Supply Chain, Sales, Finance, NPI & Marketing) as part of the collaborative forecasting process including e.g. participation in monthly forecast surgeries and weekly NPI calls.
4. Assume responsibility for Smog & Obsolescence reporting and corresponding forecast management. Ensure run out dates are clearly communicated & write-off costs minimised via collaboratively managing process with other internal departments (e.g. Supply Chain, Sales, Finance, NPI & Marketing).
5. Contribute to on-going projects to support continuous improvement of Demand Planning process.
6. Understand impact of forecast changes and communicate effectively to the wider Supply Chain team.
7. Update BFG demand planning management system (Oracle) to ensure it accurately reflects the approved forecast submissions at all times.

8. Prepare and submit Demand Planning reports. Ensure they are accurate and issued on time.
9. Develop existing Demand Planning KPIs to ensure focus on continuous improvement and alignment with departmental aims.
10. Have a flexible approach to the job and carry out any other duties as may be required which are appropriate to the work and are commensurate with the responsibilities of the post.

**Key Characteristics:**

- Minimum 5 years overall experience required.
- Experience of ERP Systems and Analysis Tools (preferably Oracle based) incl. advanced Excel Skills.
- First class numeracy, analytical & problem-solving skills.
- Ability to develop and maintain relationships with customers (internal & external).
- Experience of working closely with Sales Account Managers on their forecasts as well as experience in using customer retail system information effectively.
- Strong & confident communicator (oral, written, informal & formal verbal) at all levels; including Directors, Senior Managers & strong personalities.
- Ability to identify areas for improvement & has a proven track record of implementing change & delivering results.
- A self-motivated individual with standalone capability in this role.

**Location**

- Role can be based out of Corporate Head Office in Edinburgh, Fochabers or Colchester site or part home-based, with frequent travel to other business locations being required. Travel will be required to any part of the group as necessary.

**Date Advertised:** 13<sup>th</sup> October 2020

**Closing Date:** 22<sup>nd</sup> October 2020