



Associate Planner SERRV International

ROLE OVERVIEW

This position is strongly connected to our mission at SERRV International, helping empower small-scale global artisans and farmers through long-term trade partnerships, helping them build sustainable employment, resources, rights, and a vision of hope in their communities.

Reporting to the Director of Merchandising, the Associate Planner will assist in critical company workflow that ties our supply chain function to our purchasing activity, including supplier cost management and negotiations, data management in preparation for purchasing, placing purchase orders and optimizing the productivity process. You will collaborate cross-functionally with team members to provide financial plans and projections for the seasonal product assortment. You'll work in multiple seasons at a time, offering insights into current results as well as recommending future actions to drive profitable sales.

The person will possess excellent organizational, teamwork and communication skills. You will thrive in a fast paced environment. In addition, you will work with suppliers to optimize delivery forecasts, logistics and shipping, domestic warehousing, and final site delivery. This individual will work closely with our Maryland warehouse and Madison office counterparts.

RESPONSIBILITIES

- Utilize established demand planning tools to review historical sales trends, research demand drivers, develop forecast models and evaluate forecast results.
- Monitor sales performance, inventory and margin goals. Must have an understanding of retail math and application.
- Develop seasonal forecasts and communicate inventory planning strategies to multiple departments.
- Identify potential emerging inventory issues and ensure that avoiding customer delays and out of stock is a top priority.
- Participate in seasonal product review meetings to ensure knowledge of product changes to accurately incorporate into forecast.
- Maintain and update inventory and costing information in software system including information on re-ordering and calculate the expected time of arrival for all inventories with active orders.
- Participate in seasonal OTB (open to buy) meetings
- Reporting on daily financial sales and weekly for the brand selling guide
- Load accounts payable information weekly in Natural Order system

- Evaluate buying / procurement practices and proactively determine how to enhance or modify to better ensure quality, savings and efficiency maximization
- Assists Supply Chain Manager in reviewing, forecasting, and organizing internal and external logistics associated with product volumes, delivery, distribution, availability, and pricing to reduce supply chain lead time, and minimize inventory exposure.
- Support all commercial supply chain procurement needs including facilitating quotes, providing lead times, confirming delivery schedules and logistics.
- Following up with vendors to finalize volume, pricing, MOQ.
- Support initiation of purchase orders (international or domestic) and meeting deadline objectives
- Assists Supply Chain Manager in invoice receiving and payment processes for development samples and PO's.
- Partner with Supply Chain Manager to review planning methodologies and problem resolution. Prepare monthly vendor projections and SKU commitments. Communicate to assigned vendors following each production plan.

REQUIRED EXPERIENCE & SKILLS:

- Bachelor's degree preferred
- 2+ year experience in Purchasing, Demand Forecasting or related fields preferred.
- Organized with a high attention to detail
- Strong skills in multitasking. We work in multiple seasons at a time, and you will be analyzing multiple data points for current results and forecasting future growth.
- Efficient time management to plan and prioritize work to complete tasks and accomplish goals in a timely, proactive manner.
- Able to analyze trends, data and information and translate the information
- Demonstrate expertise in critical and strategic thinking, influence, negotiation, and problem solving.
- Thrives in fast-paced and cross-functional environment
- Intermediate Excel skills and familiar with ERP systems
- Comfortable with the idea of working daily with spreadsheets and numbers
- Able to analyze trends, data and information and translate the information
- Results driven self-starter making thoughtful, effective, and timely decisions after analyzing situations.
- Effective communicator verbally and written. Demonstrates exceptional interpersonal communication skills and levels of tact, diplomacy and confidentiality.

Department: Merchandising

Direct Reports: 0

Office: Hybrid, (3 in office/ 2 remote)

Role: Entry Level

SERRV International offers a strong compensation package, including generous

healthcare, dental, retirement and disability programs, vacation and sick leave, employee product discounts, and a casual work environment.

Candidates must be legally authorized to work permanently in the United States of America where this position is located (i.e. without time limitations, without restrictions or without need for work sponsorship).

To apply: Please submit your resume to apply@serrv.org. Email subject line should read: the title of the position you are applying for, candidate name.