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| **JOB DESCRIPTION** |  |

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| **Unique Role** | Forecast and Planning – Associate Manager  | **Department** | Forecast and Planning  |
| **Qualification**  | Graduate  | **Min. Relevant Experience\*** |  5 -6 Years  |
| **Location**  | Mumbai  | **Reporting to**  | GM – Supply Chain  |

(\*Experience in an FMCG, Automotive, Supply chain, or Packaging industry is of added advantage)

1. **Job Purpose**

To oversee the future product demand, assess inventory movement, and review forecast models as per business need. To help fulfill orders on time and to reduce the inventory expenses

1. **Key Responsibilities Areas**

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| **Responsibility** | **Supporting Action** |
| **Strategy development and Planning** | * To develop and execute forecasting and planning strategies, policies, processes, and procedures to help and enhance operational performance and better anticipate customer demands
* To oversee any product relocation plans based on demand and supply, as well as to assure cost savings
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| **Off-Site Management**  | * To ensure maintenance of MSL at warehouses for a lot
* To ensure On-time & Full delivery of orders
* To look after Vehicle GPS and POD tracking daily
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| **Trend Analysis**  | * To investigate customer demand, collect supplier data, and analyze past patterns to predict the future of the supply chain every 15 days
* To make demand planning corrections and enhancements using trend/variance root cause analysis and the demand planning methodology
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| **People Management** | * To manage, coach, and develop a high-performing team that meets agreed objectives, delivers best practice results, and works to make continuous improvements
* To set department objectives/KPIs and review ways in which to enhance the performance of the forecast and planning department
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1. **Required Skills and Abilities**
* Leadership and Managerial Skills
* Solid understanding of inventory management practices and procedures
* Proficient in utilizing Microsoft Excel and PowerPoint for data analysis and presentations
* Highly developed numeracy, statistical, and reporting skills with the ability to analyze, interpret and manage information, data, and trends
1. **Job Dimensions**
* To carry out trend analysis to understand the past patterns (Allot, De-hire, relocation) to predict the future of the supply chain every 15 days.
1. **Job Context (Work Environment)**
* The job requires a high level of analytical thinking with continuous coordination, visibility, and synchronization of multiple departments and components of the supply chain.
* Travel is little to none for the job.
1. **Interface**

**(Major External and Internal Interactions)**

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| **External** | **Internal (Department)** |
| * Clients
* Third-Party Vendors (Transporters)
 | * Sales
* Sourcing
* Logistics
* Warehouse
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