



## Demand Planner

### PROGRESSION OF LEADERSHIP:

Manager of Ecommerce Marketing, Operations & Strategy  
Managing Director  
Vice President  
President

**JOB SUMMARY:** Generate and analyze inventory reports and recommend adjustments based on data, sales trends and reaction time to foster a culture of continuous improvement. The Demand Planner will:

- Coordinate, plan, adjust, source and receive live perishable garden ready inventory
- Demonstrate thoughtful analysis using state of the art tools
- Quickly learn tasks and procedures and use acquired experience and knowledge to effectively forecast inventory
- Ensure we stay in stock, reduce shrink, and efficiently utilize greenhouse space leading to increased sales potential.

### ESSENTIAL FUNCTIONS:

1. Ensure adequate availability to meet retail ready sales expectations by continual monitoring of production compared to forecasted demand.
2. Generate and analyze inventory reports and recommend adjustments based on data, sales trends and reaction time to foster a culture of continuous improvement.
3. Coordinate with key stakeholders (Growing, Shipping, Sales, Accounting, Ecommerce) daily to ensure clear communication and adequate support is provided in both directions
4. Notify key players of overstock product, including the number of items overstock, their timeline before expirations and document how this issue occurred for further analysis
5. Qualify potential suppliers to ensure they meet our high standards, timeline and pricing requirements.
6. Coordinate with the Accounting Department, the Product Line Managers, the Shipping Department and the Integrated Pest Manager to generate purchase orders, receive product efficiently, place it in our greenhouse, and adjust inventory in relevant systems.
7. Remain sensitive to production needs including timing, liner availability, space restrictions and differences in product lines when crafting plans.
8. Track accuracy of planned vs. actual (planted) to give us a clear picture of sell through.
9. Assist with grower ready planning for seed sown items seasonally.

### ESSENTIAL WORK HABITS:

1. Identify challenges and make innovative suggestions for improvement.
2. Maintain a positive and cooperative attitude with all employees across all departments.
3. Promote positive morale by working effectively as a team member across departments.
4. Demonstrate leadership to ensure that the behavior and work ethic that are displayed are contagious and create a positive work environment.
5. Report to work as scheduled, maintaining a level of absences that results in minimal departmental disruption and minimal unfair burden on other employees.



6. Establish priorities, work independently, and accomplish objectives with minimal supervision and within deadlines.

#### **ESSENTIAL SKILLS:**

1. Analyze processes, develop improvements and document the processes after training.
2. Intermediate to advanced knowledge of computers and applications such as Microsoft Word and Excel. Quickly learn and adapt to new computer systems, company specific computer programs and other new technology.
3. Effectively use hardware such as printers, monitors, computers and copy machines.
4. Quickly learn tasks and procedures and use acquired experience and knowledge to meet the main goals:
  - i. Maintain adequate inventory
  - ii. Reduce shrink
  - iii. Maximize sales potential
5. Develop systems that reduce or eliminate recurring problems. Adapt systems to accommodate changes in operations.

#### **QUALIFICATIONS:**

1. 3+ years of inventory and demand planning experience.
2. Advanced Microsoft Excel experience required. Microsoft Access (or other relational database) experience helpful, but not required.
3. Minimum 2-year Supply Chain or related field degree, preferably 4-year degree.

#### **PHYSICAL ASPECTS:**

1. Part of the job is spent at a desk utilizing a computer and/or telephone with the remaining part of the job walking or standing in a greenhouse environment.
2. Employee will be exposed to the sun and/or high intensity lights.
3. Employee may work in a wet environment where clothes and footwear can become saturated.
4. Employee may be exposed to temperatures that can be at or 10-20 degrees above outside temperature. Employee may be exposed to temperatures that can be at or slightly above freezing for long periods of time.