



Job Posting

Job Title: Demand Planner III
Status: Full Time
Reporting to: Manager, Planning
Location: 1090 Morrison Drive, Ottawa

About this company

Lee Valley Tools enjoys a proud 39-year history of providing high-quality woodworking, gardening, hobby, hardware, gift and seasonal merchandise to hundreds of thousands of customers worldwide but primarily in North America. Our customer service delivery is legendary and is rigorously addressed as part of the culture throughout the company. The culture also includes authentic devotion to all employees plus quality in all products, whether developed and manufactured internally or sourced elsewhere.

Overview:

The candidate for the Demand Planning position is responsible for all forecasting activities associated with a product portfolio. The Demand Planner creates and maintains forecast models, incorporating business intelligence and forecast information gathered from Sales, Marketing, Finance and other sources. This position leads the dialogue each month for his/her respective internal customers and products.

Key Responsibilities:

- Assemble and analyze data to create a 52-week demand forecast by SKU
- Manage demand portfolio and working with purchasing to achieve inventory and customer-service targets
- Analyze and develop min-maxs for all company retail stores
- Review historical sales trends, research demand drivers, prepare forecast data, develop statistical forecast models and evaluate forecast results
- Utilize a collaborative approach by working with Buyers, Restock, Sales, Marketing, Customer Service and Finance to obtain and ensure that current and accurate information is used for demand forecasts
- Provide input to the Supply Planning organization in developing inventory strategies on existing items, new products and product phase-outs
- Coordinate cross-functional research activities to reconcile significant variances and refine the forecast model to reflect updated sales and marketing assumptions
- Achieve consensus for operational demand forecasts by facilitating a collaborative planning process with sales, marketing and finance personnel
- Document planning and business assumptions of the forecast

- Clearly communicate the forecast and align internal stakeholders
- Measure KPIs (Forecast Accuracy, Service Level) for continuous improvement
- Create statistical forecasts:
 - Gather, analyze and validate data
 - Execute statistical modelling software
 - Review resulting statistical forecast model
 - Apply error analysis techniques to improve forecasting
 - Summarize/aggregate statistical forecast

Knowledge and Skills:

- Experience in Sales & Operations Planning / Demand Review process
- Experience in ERP systems
- APICS / SCM certification is preferred
- Undergraduate in business or equivalent
- Minimum 5-7 years of relevant industry experience
- Retail experience is an asset

Job Specific Skills:

- Strong analytical and statistical expertise
- Develop and maintain strong cross-functional relationships
- Strong presentation skills
- Advanced Excel
- Polished organizational and communication (verbal and written) skills
- Refined business acumen
- Customer focus
- Team work and collaboration
- Ability to provide leadership and guidance with respect to supply chain initiatives

Interested in joining the Lee Valley Team?

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