



## *Old World Industries*

### **Supply Chain Analyst**

DEPARTMENT: **Automotive Sales Support**

REPORTS TO: **Sales Coordination Manager**

**POSITION PURPOSE:** Monitor, analyze, and resolve key customer inventory issues by utilizing the established inventory tracking system. Communicate and collaborate with customers and OWI sales staff to maintain and improve customer relationships.

#### **DUTIES, TASKS AND RESPONSIBILITIES:**

- Monitor and analyze all OWI product line inventory at Wal-Mart Distribution Center and Stores.
- Write purchase orders for Wal-Mart with the goal of maintaining pre-determined inventory requirements for their Distribution Centers and Stores.
- Provide inventory and sales reports to Sales Assistants and Sales staff to assist in projections and marketing plans for numerous OWI customers.
- Proactively coordinate and collaborate with OWI customer contacts to improve inventories and processes.
- Order control reports as required and maintain monthly OWI Representative reports.
- Perform other related duties as assigned

#### **SKILLS, KNOWLEDGE AND ABILITIES:**

- An Associate's degree in a related field or 2-3 years customer service experience in a corporate environment required.
- Advanced spreadsheet skills with intermediate word processing and database abilities required.
- Attention to detail with a strong analytical aptitude is required.
- Ability to work with little supervision and still be able to maintain a high level of productivity is important.
- Experience with Wal-Mart / Sam's Club Link, Inforem and Co-manage SW preferred.
- Good proactive interpersonal, written, verbal communication and team skills.