**JD for Assistant Demand and Supply Planning Manager**

**Responsibilities**

* Lead a team of Planning officers to manage forecasting, daily replenishment and inventory control at DC based on sales trend, promotion schedule and display requirement.
* Analyze actual product demand, research demand drivers, seasonality, market situation, refine the forecast to reflect updated sales momentum, and adjust inventory plans for normal, festive, seasonal ranges accordingly.
* Collaborate with Commercial team to ensure sales forecast accuracy and align on new range and promotion forecast.
* Prepare purchase plan base on aligned forecast, monitor order fulfillment from vendors and follow thru shipment activities of overseas suppliers.
* Monitor key supplier performance and liaise on demand and supply requirement.
* Optimize inventory level at warehouse while maintaining high service level; identify root cause and resolve out-of-stock/excess stock situation.
* Monitor KPI and execute improvement actions as necessary. Prepare regular reports and analysis for management review.
* Achieve company target and carry out other duties as required by business.

**Requirements**

* Bachelors degree Bachelors degree Degree in Supply Chain management or relevant aspect
* Minimum 5 years of experience in demand and supply planning, preferably from Retail or FMCG industry
* Sensitive to numbers, strong analytical and problem-solving skills
* Self-motivated, well organized and able to work independently
* Competent to work in a fast-paced and dynamic retail environment
* Proficient in Excel. Experience in Demand Forecast Tool / Supply planning system is an advantage
* Fluent in English and Cantonese