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## JOB DESCRIPTION - INVENTORY PLANNER

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**Job Title:** Inventory Planner

**Department:** Supply Chain and Logistics

**Reports To:** Supply Chain Manager

### Job Overview

The Inventory Planner at Trendie plays a pivotal role in maintaining an efficient and cost-effective inventory management system. Your core responsibility will be to balance product availability with inventory costs, ensuring optimal stock levels to meet customer demand without overstocking. This role is crucial to Trendie's operational success, focusing on demand forecasting, supplier coordination, and strategic stock planning, all within the broader context of supply chain management.

### Key Responsibilities

- **Demand Forecasting:** Utilise sales data, historical trends, and market analysis to develop precise demand forecasts. You will be expected to proactively anticipate changes in demand and adjust inventory plans accordingly, ensuring product availability aligns with customer needs.
- **Inventory Management:** Design and implement robust strategies to optimise stock levels. This includes minimising excess inventory while preventing stock shortages, ensuring that the right products are available at the right time and place.
- **Cross-functional Collaboration:** Liaise closely with procurement, merchandising, and sales teams to synchronise supply and demand. Your collaborative efforts will ensure timely replenishment, product availability, and alignment with promotional activities.
- **Inventory Monitoring and Adjustment:** Monitor key inventory metrics, including turnover rates and stock performance. Based on insights, adjust forecasts and inventory strategies to mitigate risks of stockouts or excess stock.
- **Supplier Coordination:** Establish and maintain strong relationships with suppliers, ensuring timely delivery of products. You will also be responsible for resolving supply chain issues swiftly and ensuring continuity of stock flow.

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# Trendie

- **Reporting and Analytics:** Prepare and present comprehensive reports to management, detailing inventory status, sales trends, and forecast accuracy. Use these insights to continuously refine planning processes and enhance inventory performance.
- **Inventory Control:** Develop and implement effective procedures for maintaining high levels of accuracy and efficiency in inventory management. This includes ensuring compliance with company policies and best practices in stock control.

## Qualifications and Experience

- **Education:** Bachelor's degree in Supply Chain Management, Business, Logistics, or a related discipline is required.
- **Experience:** A minimum of 3 years of experience in inventory planning, demand forecasting, or supply chain management. Experience within the retail or fashion industry will be highly regarded.
- **Analytical Skills:** Demonstrated ability to interpret and analyse sales and inventory data for effective decision-making. You must be able to draw actionable insights from complex data sets.
- **Technical Proficiency:** Proficiency in inventory management systems and data analysis tools is essential. Experience with advanced Microsoft Excel functions, as well as familiarity with ERP or inventory software, is required.
- **Organisational and Time Management Skills:** Exceptional organisational skills, with the ability to manage competing priorities in a high-pressure environment. You should be adept at handling tight deadlines and multi-tasking.

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## Key Skills and Competencies

- **Attention to Detail:** A high level of precision and accuracy is critical to success in this role, particularly in managing inventory records and forecasts.
- **Communication and Collaboration:** Strong interpersonal and communication skills are essential for working cross-functionally with teams across the organisation, including procurement, sales, and logistics.
- **Adaptability:** Ability to thrive in a dynamic, fast-paced environment and respond proactively to shifting priorities and market conditions.
- **Problem-solving:** A proactive, solution-focused approach is required to address inventory challenges. You should demonstrate initiative in identifying potential issues and implementing corrective measures.
- **Technical Proficiency:** Advanced skills in Microsoft Excel and other relevant data analysis tools are necessary for tracking inventory performance and conducting detailed forecasting.

## Working Conditions

This full-time role is predominantly office-based, though occasional travel may be required to supplier locations or other company sites. The role demands the ability to work to strict deadlines, often in a high-pressure environment, requiring strong attention to detail and focus.

## Key Performance Indicators (KPIs)

- **Forecast Accuracy:** Ability to generate accurate demand forecasts that align with actual sales trends and market conditions.
- **Inventory Turnover:** Effective management of inventory turnover rates to minimise excess stock and maintain product availability.
- **Stock Replenishment Efficiency:** Timely and efficient replenishment of stock to prevent stockouts and ensure customer satisfaction.



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- **Process Improvement:** Continuous optimisation of inventory management processes, driving efficiency and reducing costs.
- **Alignment with Sales Initiatives:** Ensuring inventory levels and product availability align with promotional activities and sales targets.

## Trendie's Values and Culture

At Trendie, we are committed to fostering a culture of precision, collaboration, and innovation. As an Inventory Planner, you will embody these values by maintaining optimal stock levels, working closely with cross-functional teams, and continually seeking ways to improve inventory management processes. Your contributions will directly impact Trendie's ability to meet customer expectations and drive growth.

## Career Development

This role offers a clear progression pathway, with opportunities to advance into senior positions such as Senior Inventory Planner, Inventory Manager, or Supply Chain Manager. Trendie encourages professional development and provides avenues for further specialisation in supply chain management and logistics.

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