



JOB TITLE: Supply Chain Inventory Analyst/Buyer

LOCATION: Windsor, CA

REPORTS TO: TBA

FLSA STATUS: Full time/Regular/Non-Exempt

SUMMARY:

The Supply Chain Inventory Analyst/Buyer is responsible for Procurement related activities and Inventory Level Management in an effort to ensure the proper level of inventories across all product lines to meet sales demand.

DUTIES AND RESPONSIBILITIES

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Actively track and manage inventory levels using existing processes to meet Average Inventory Turns target.
- Material Planning activities.
- Purchasing – placing purchase orders in accordance with the purchasing ordering process.
- Actively participate in the S&OP, NPD, and SLOBS processes.
- Achieve high level of customer satisfaction through accuracy in all transactions regarding receiving and shipments of inventory.
- Monitor Inventory Expiration dates and insure that FIFO is adhered to.
- Interface with customer service and logistics to solve problems.
- Organize and manage the inventory levels in an efficient way ensuring the inventory is accurately accounted for and stored in a safe orderly manner.
- Participate in the shipping, receiving, storing and inventory management of materials for wine, beer and food industries.
- Ensure shipments and inventory transaction accuracy.
- Facilitate all inventory cycle counting and formal annual Inventory Counting activities.
- Bring quality issues to the attention of Compliance team and facilitate any activities that arise from that interaction.
- SKU Rationalization
- Receiving and inspection of shipments for damage and conformity to purchase order specifications and packing slips
- Manage and communicate any shortages, damaged goods, or other discrepancies to all relevant stakeholders.
- Plan storage locations - determine proper location of supplies to allow for maximum space utilization.
- Identify areas of improvement and establish innovative and/or adjust existing procedures and practices.
- Facilitate and /or participate in inter-departmental activities and projects as they arise.
- Manage the scheduling of deliveries from vendors to ensure no bottlenecks in the warehouse.
- Order all shipping materials consumables for the site.
- Make recommendations regarding proper storage, inventory and warehousing procedures and improvements
- Perform daily inspections of warehouse and surrounding grounds. Report any facility issues to Senior Management.
- Consistently demonstrate personal behavior in accordance with ATP H.I.P. principles and core values



- Communicate effectively
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS – EDUCATION AND EXPERIENCE / EQUIVALENCY

Any combination equivalent to:

- High School Graduate, College Degree Preferred
- Min 3 years Supply Planning experience

LICENSES AND OTHER REQUIREMENTS.

- Current and valid California driver's license.
- Auto insurability to meet ATP Group's minimum requirements.

BASIC SKILLS AND KNOWLEDGE.

- Purchasing, material planning, inventory planning
- Warehouse operations, procedures, equipment, and terminology.
- Use and terminology of requisitions, purchase orders, invoices, and other warehouse documents.
- Methods of storing materials and supplies.
- Inventory control and fixed asset methods.
- Space utilization and inventory techniques.
- Operation of a computer and working knowledge of Microsoft Office Suite.
- Interpersonal skills using tact, patience, and courtesy.
- Ability to direct and coordinate operations.
- Applicable laws, rules and regulations related to warehouse operations.
- Oral and written communication skills.
- Proper lifting techniques.
- General Wine, Food and Beverage knowledge and an understanding of the wine business preferred.

ABILITIES

- Utilize space efficiently and effectively
- Take inventory and maintain accurate control systems.
- Operate a computer and assigned software.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Ability to communicate job expectations and coach employees.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports related to assigned activities.
- Use logic and reasoning to identify solutions and approaches to problems
- Identify problems, evaluate options, and recommend solutions

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Sitting or standing for extended periods of time. Walking.



- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling, and crouching.

WORKING CONDITIONS

- The employee is mostly working in warehouse office or in the field via company vehicle
- The noise level in the work environment is usually quiet; however, some locations are loud and require protective equipment
- Work may require occasional weekend and/or evening work
- Occasional travel may be required
- Warehouse environment
- Extreme temperatures

HAZARDS:

- Working around and with machinery having moving parts.
- Working at heights.
- Fumes from vehicle and equipment operation
- Dust and odors
- Hazmat materials.

NOTES

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time
- The employee is expected to adhere to all company policies
- The above information is representative of the work performed in this position; however, it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities

If interested, please send resume and cover letter to:

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