## ROLE PROFILE

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| **Job Title** | **Supply Planner** |
| **Business Unit / Group Function** | supply chain |
| **BU Team / Sub-Function** | supply chain |
| **Rental** | Saint Ouen |
| **Team Leader** |  |
| **Team Members** |  |
| **Job Level** | 4B |
| **Role Purpose**The supplier is the interface between internal teams (marketing, sales, customer service), suppliers and brand owners as well as service providers (reconditioning, warehouse teams, etc.). He/she works on a determined brand portfolio within a team comprising several suppliers and a forecaster. |
| **Accountabilities****Ensure product availability of liquids :*** Execute the supply plan and Co packing every week in OMP and SAP systems
* Ensure the management of liquid supplies with our brand owners (and their factories).
* Resolve day-to-day operational issues (quality and legal issues, import reception logistics, responsiveness to sales & marketing team requests, inventory and transaction lockouts) and by implementing corrective action plans.
* Alert on liquid and non-cash shortages by coordinating with the forecaster and customer service and informing all internal customers (Directors of brands, marketing, sales force) on references at risk.

**Pilot activity :*** Participate in the development of an operational strategy for supplies by proposing arbitrations on safety stock levels according to objectives and product performance.
* Manage the product life cycle through active participation in cross-functional meetings ( Supply Marketing meetings and slow-moving stocks, BCA, LHR, DLUO.
* Regularly lead the relationship with our main suppliers on the basis of shared and validated indicators aimed at the continuous improvement of our processes and our performance.
* Ensure alignment of delivery timing of non-cash items (packaging item, POS). Alert marketing to restocking needs.
* Inform, follow and analyze the budgetary objectives (in volume) which were approved with the suppliers at the beginning of the year and make a regular report with the brand managers in order to analyze the differences and manage their communication.

**Manage co-packing on its brands:*** Organize local packaging by our warehouses & service providers (“ co -packing”).
* Take into account the need / constraint balance: marketing brief vs. logistical & legal constraints (customs, legal notices).
* Search for service providers & technically validating the feasibility of the confection.
* Plan these operations via OMP/SAP by type of operation.
* Supervise operational implementation with the selected co-packer (s)

**Others responsibilities :*** Participate / lead cross-functional improvement projects and within the Supply team
* Contribute to the evolution of our tools & processes (evolutions on OMP & SAP) and maintain the associated user documentation
* Internal referent on customs issues related to receipts or shipments of goods
* Execution and continuous improvement of weekly/monthly performance management reports/presentations (KPIs)

**SKILLS :*** Written and spoken English required
* Knowledge of logistics professions (flow management, warehousing, etc.)
* Knowledge of information systems (ERP, APS, WMS)
* Advanced Excel Metrics

**Skills :*** Quality of organizer and work in anticipation
* Rigor and practicality
* Analytical skills
* Reactivity, ability to propose and implement alternative solutions
* Ability to negotiate with co-packers and suppliers / shareholders Ability to communicate well and work in a team and transversally
* Strong sense of teamwork
* Autonomy and self-management
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| **Date of last revision:** |  |