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# Example of Demand Planning Analyst Job Description

Our innovative and growing company is hiring for a demand planning analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for demand planning analyst

* Develop work instructions for new systems and processes
* Continue to offer supply planning support where required to satisfy a customer need
* Work within approved budget and is diligently cost conscious
* Evaluation of monthly data loads into Logility (statistical forecasting tool) – update master data related to forecasting and also forecast entries
* Ensuring that Customer Demand is understood and that Production plans and supplier schedules reflect this demand
* That daily customer demands are delivered on time, every time
* To understand Customer supply metrics and to report monthly on them
* Responsible for communicating customer production requirements
* Daily reports on adherence to plan
* To recognise areas of waste within our processes and to identify and implement changes to reduce

## Qualifications for demand planning analyst

* Basic skills - Basic reading and math skills, and ability to adhere to safety related issues to include, but not limited to good housekeeping, ergonomics practices, documentation, and team concepts
* Bachelor's degree in supply chain management with related working experience
* Tolerance of ambiguity and demonstrate initiative
* Ability to communicate at various levels across the organization and strong organizational skills
* Must have working knowledge of basic supply and demand planning concepts Sales and Operations Planning
* Collaboration – Ability to identify stakeholders and create win-win situations with other functions