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# Example of Forecasting Analyst Job Description

Our company is growing rapidly and is looking for a forecasting analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for forecasting analyst

* Manage forecasts to support company business strategies such as Side-By-Side stores, TRU Holiday Express stores, Dot Com
* Follows up to ensure all work requirements are completed in a timely and accurate manner
* Initiates decisive, timely action to address day-to-day issues and addresses obstacles, redirecting efforts to assure quality results
* Participate in business decisions in cross functional meetings with Planning and Supply Chain business partners
* Share knowledge and experience with the Planning & Allocation, Sales & Operations and other business partners as needed
* Communicate and coordinate with Planning & Allocation partners action plans to solve forecast issues
* Work cross-functionally to advise teams of system capabilities to aid in decision making
* Work all system generated Alerts weekly and address all outliers
* Analyzes system generated forecasts and determines best forecast methods and system settings to generate most useful results
* Research within the forecasting reports the trends within a department for communication with the Planning & Allocation team about the accuracy of the forecast

## Qualifications for forecasting analyst

* Assessment against company growth values – External Focus, Clear Thinking, Imagination & Courage, Inclusiveness and Expertise
* Focus on measurable results consistently delivered on a timely bases
* Must have an advanced knowledge of WFM tools
* Lead effective consensus forecasting meetings with the business team to align on the consensus forecast that incorporates planned business initiatives
* At least one year of experience in publishing or consumer products, and/or equivalent time in business or publishing school training
* Ability to think critically, multi-task and prioritize