



Example of Inventory Management Analyst Job Description

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Our company is searching for experienced candidates for the position of inventory management analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for inventory management analyst

- Analyze sku and program productivity to ensure store turn and WOS goals are met
- Review inventory positions and sales for each DC service area
- Partner with Planner to balance workloads and priorities
- Research inventory or other property balances, identifying documentation gaps
- Develop inventory or other types of property balance pricing methodology that can be documented and consistently applied, that will meet audit requirements
- Develop detailed data flows to show how inventory or other property related activities are being interpreted at a transaction level, and how they are processing through the system
- Provide data necessary to help initiate cost saving measures such as lowering inventory levels, improving service levels, lowering TCO, reducing dead and excess inventory
- Review and analyze inventory positions and sales for each DC service area
- Communicate and make decisions with Planner regarding balancing of workloads and priorities
- 1 year of experience in Planning preferred

Qualifications for inventory management analyst

- BSc/BA in business administration
- 1-3 years work experience in Finance or related field
- Fluent MS Office skills with a focus on Excel, Access and PowerPoint
- Ability to effectively work with others in the organization outside suppliers
- Some evening/weekend work will occasionally be necessary to meet deadlines or the needs of the operations