

Job Profile

Job Title: Sales Forecasting Analyst I

Purpose of the job

To review individual sales forecasts from sales representatives and develop composite quarterly and annual sales projections by product line.

Organization Chart

Director of Customer
Service & Logistics

Inventory & Planning
Manager

Sales Forecast Analyst I

Reporting

- Hierarchical and functional reporting to the Inventory & Planning Manager.

*This position will be located in Tucker, GA.

Company Profile

CSM Bakery Products, based just outside of Atlanta in Tucker, GA, manufactures a wide range of bakery products and ingredients for in-store and foodservice markets as well as artisan and industrial bakeries. One of the largest bakery manufacturers in North America, CSM Bakery Products' family of brands includes some of the industry's most trusted brands including Brill, Best Brands, Henry & Henry, Karp's, Telco, Multifoods and Fantasia. For more information, visit www.csmbakeryproducts.com.

Contact Information

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E/O/E

Result areas

- Report weekly on sales vs. forecasts:
 - By Sales Person.
 - By Production Facility.
- Become the focal point for all Sales Forecasting from the field and plants.
- Monitor weekly sales against forecasts for trends/issues and proactively resolve with Sales and Plants.
- Prepare monthly reporting for S&P operational meeting and formal presentation.
 - Work within X-Functional Team with Marketing, Sales and Operations:
 - Define and project 12 month rolling forecast by sku.
 - Understand capacity constraints against seasonality and communicate.
- Support plants in defining Min/Max constraints on a weekly/monthly basis.
- Report weekly/monthly on over production against min/max guidelines and provide input towards improvement.
- Organize holiday, specialty, and new item sales by customer tracking
- Time breakout:
 - Forecasting – 30%
 - Min/Max Management – 30%
 - Reporting/Analysis – 40%
- Other reports and projects as requested by management

Main Competencies

- Strong organizational attributes with ability to multi-task, handle high pressure situations and meet given deadlines
- Ability to develop product knowledge required to address common questions that may arise
- Strong cognitive skills to help develop stratagem to use in planning
- Team Skills: Contributes to team development and performance to achieve team and organizational goals.
- Professionalism & Relationships: Makes efforts to understand the customer, and establishes good relationships with others and displays a professional image.

Skills/ Knowledge & Experience

- Bachelor's Degree with focus in Logistics/Supply Chain
- 2-5 years related experience with forecasting knowledge
- Superior computer skills; advance knowledge in Excel/Access
- Superior verbal and written communication skills
- Must be able to write reports, compose letters and forms, and other written communication to management, sales and others
- Must be able to travel (min 20%) to regional and off-site meetings

* It is the responsibility of the employee to notify his/her current manager regarding a job bid for a position in a different department.