

## **Position Description – Demand Planner**

### **About Citadel Brands**

Citadel Brands, LLC is the exclusive North American partner of the **AWDis** (All We Do Is) family of brands that is headquartered in the UK. **AWDis** is one of the fastest growing brands in Europe and has introduced the “**Just Hoods**” and “**Just Cool**” product lines in the USA through Citadel Brands for the past 5 years.

**Just Hoods** is a product line of high-quality fleece hoodies in numerous styles and colors, crew neck sweatshirts, track pants, and letterman jackets.

**Just Cool** is a product line of performance wear polyester, moisture wicking t-shirts, and leggings.

We are expanding our distribution capabilities and will be opening our new corporate headquarters in a newly constructed distribution facility in Kingstree, South Carolina in early Q2 of 2022.

Our team has over 50 years’ experience in the promotional apparel industry. With our new Kingstree, SC location, we will be able to service from South Carolina to Texas and from Florida to New York with two-day shipping.

### **Demand Planner**

Citadel Brands has an immediate opening for a Demand Planner to join our corporate leadership team in our Kingstree, SC location. This position will report to the VP of Operations.

The Demand Planner will work with the leadership team and the parent company planners to maintain a SKU level product and revenue model to align inventory and purchase orders with forecasted demand.

The Demand Planner will analyze sales as well as consumer trends, historical sales, and seasonality data to optimize our ability to meet customer demand in the most efficient way possible.

### **Primary Responsibilities:**

Hours are Monday – Friday 8AM – 5:00PM

- Creation and ongoing maintenance of an annual operating plan based on forecasted demand that is a rolling twelve-month model built internally
- Post monthly actuals into the AOP model to assess performance according to plan
- Utilize historical sales data to create and maintain an annual seasonality curve by product category
- Create recommended purchase orders utilizing the AOP model and current inventory levels to maintain a steady set number of weeks of supply of product on hand to meet forecasted demand levels
- Collect and analyze sell-through data from key distributors to maintain a consistent flow of inventory to key distributors based on their demand forecasts

- Evaluate incoming advance ship notices to gain insight into key areas of inventory risks for being out of stock
- Presentation of actionable information and insights to team members and management
- Collaboration with team members and members of other departments
- Gather and analyze data to understand problems and address them as proactively as possible

**Requirements:**

- Bachelor's degree in business administration, finance, or accounting
- Strong knowledge of Microsoft Office Suite with a focus on Excel, Power Point, and Access
- Advanced problem-solving and analysis skills
- Intermediate to expert level skills with the Microsoft Office Software Suite (Word, Excel, Power Point, Access, etc.)
- Strong oral and written communication skills as well as presentation skills
- High level of organization and attention to detail
- Strong work ethic and willingness to take initiative
- Work well as a team and ability to work independently

**Benefits:**

- Medical, Dental and Vision benefits
- Paid holidays and PTO