



Inventory Analyst

A little about Diamond C:

Founded in 1985 by Kim and Mike Crabb, Diamond C has grown from a small, local manufacturer to a 800+ team members strong company. Today, Diamond C is still a family-owned and operated company in Mt. Pleasant, TX, Diamond C continues to strive to produce innovative, feature-rich custom trailers while promoting the well-being and success of its team members, customers, and community abroad.

Overview:

At Diamond C, our purpose is to fuel the growth and success of our team-members, customers, and community abroad. We're committed to more – more process improvements, more sustainable manufacturing, and more opportunities for our team. As the Inventory Analyst, you will enter data and perform other related duties. The role will build effective relationships with the Inventory, Warehouse, and Production teams, and have a strong focus on our foundational "Do Work, Love Strong" culture.

This position is located in Mt. Pleasant, Tx.

Duties/Responsibilities:

An inventory analyst is a professional responsible for managing and optimizing a company's inventory levels and supply chain processes. They play a critical role in ensuring that the right amount of inventory is available to meet customer demand while minimizing carrying costs, stockouts, and wastage. The specific job description of an inventory analyst may vary depending on the industry and company, but here are some common responsibilities and qualifications associated with the role:

Responsibilities:

Data Collection and Analysis:

Gather, compile, and organize inventory data from various sources, such as ERP systems, spreadsheets, and databases.

Utilize data analysis tools and techniques to identify trends, patterns, and discrepancies in inventory levels, demand, and supply.

Develop and maintain inventory metrics and KPIs to measure inventory performance and track progress.

Reporting:

Prepare and present regular inventory reports to management, highlighting key insights, trends, and recommendations for improving inventory-related processes.

Financial Analysis:

Analyze inventory-related financial data, including valuation, inventory turnover, and gross margin, to identify trends and opportunities for improvement.

Perform variance analysis between actual and forecasted inventory costs, providing explanations for deviations and suggesting corrective actions.

Root Cause Analysis:

Collaborate with cross-functional teams to investigate and analyze operational issues, defects, and non-conformances to determine their root causes.

Utilize problem-solving methodologies such as 5 Whys, Fishbone Diagrams (Ishikawa), and Failure Modes and Effects Analysis (FMEA) to identify contributing factors.

Corrective Action Planning Cause:

Develop comprehensive corrective and preventive action plans to address identified root causes and prevent reoccurrence of issues.

Collaborate with cross-functional teams to implement action plans, establish timelines, allocate responsibilities, and monitor progress.

Process Improvement:

Continuously identify opportunities for process optimization, automation, and efficiency enhancements within the inventory management processes.

Qualifications:

- **Education:** A bachelor's degree in supply chain management, operations management, business administration, or a related field is typically required. A master's degree may be preferred for more advanced roles.
- **Analytical Skills:** Strong analytical and quantitative skills are essential for interpreting data, forecasting demand, and making informed decisions regarding inventory management.
- **Attention to Detail:** Precision is crucial in managing inventory accurately and preventing costly errors.
- **Communication:** Effective communication skills are necessary to collaborate with different departments, present findings, and propose improvements.
- **Technical Proficiency:** Familiarity with inventory management software, data analysis tools, and Excel is important for conducting in-depth analysis.
- **Problem-Solving:** The ability to identify issues, analyze root causes, and develop solutions to complex inventory-related challenges is vital.

- **Organizational Skills:** Given the complexity of managing inventory across various products, strong organizational skills are necessary to maintain order and efficiency.
- **Supply Chain Knowledge:** Understanding of supply chain principles, logistics, and procurement processes is beneficial.
- **Attention to Market Trends:** Staying informed about market trends, industry developments, and new technologies can help an inventory analyst make more accurate predictions.
- **Adaptability:** Supply chain dynamics can change rapidly. An inventory analyst should be adaptable and responsive to these changes.

Overall, an inventory analyst's role is pivotal in maintaining the delicate balance between ensuring products are available when needed and minimizing the costs associated with excess or insufficient inventory.

Acknowledgement - I agree and accept the offer and responsibilities as stated above:

Printed Name

Candidate's Signature

Date

We encourage and welcome applicants with any and all backgrounds, experiences, abilities, and competencies. All decisions regarding hiring, promotion, discipline, and discharge are based on qualifications, merit, and the needs of the business. We are an equal opportunity employer.