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## Inventory Planner

BCFoods Inc is a worldwide leader in the industrial food ingredient industry. We import products from all over the world and have supply partners and manufacturing facilities in many countries including China, Germany and Peru. Our product line consists of over 500 items, so complexity, challenge, and variety are the norm here. Visit our website at [www.bcfoods.com](http://www.bcfoods.com) to learn more about us.

We are seeking a detail oriented and well-organized Inventory Planner to join our team in Santa Rosa CA. Candidate must be within reasonable commute distance.

### Qualifications and Experience:

- BA Degree or equivalent
- 10+ years in an inventory procurement, management, planning type role
- Food industry experience required, ingredient experience preferred
- Strong understanding of MRP's and supply chain
- Advanced computer skills, Excel experience mandatory
- SAP Business One experience a plus.
- Outstanding planning and organizational skills
- Be very proactive with a keen intuition for detecting potential issues before they arise.
- Extremely strong analytical and problem solving skills
- Effectively manage competing demands with enthusiasm, able to self-manage multiple tasks.
- Ability to work in a multi-cultural global environment, working on a daily basis with people worldwide.
- Strong math skills
- Flexibility to work in situations that are not always fully defined.
- Excellent verbal and written communication skills
- Must have excellent work habits including working outside of normal business hours as needed.

### Duties and Responsibilities include, but are not limited to:

- Lead strategic and tactical planning for inventory needs based on lead times, lot sizes, safety stock targets, discontinuance data
- Work with Sales, Quality Assurance, Customer Service, Inventory Management, Logistics, Purchasing and Finance to resolve supply issues.
- Maintain and update Item Master
- Ensure adequate supply of product while minimizing working inventory investment by assessing Sales demand (Forecasts)
- Create and evaluate inventory reports
- Work with manufacturing to increase or decrease production levels
- Track raw materials and finished goods

### Logistical responsibilities:

- Issuing Purchase orders
- Vendor communications
- Freight management
- Receiving into SAP, to include adding landed cost
- Code and prepare proper paperwork for billing and authorization of invoices per defined processes
- Team player with a positive and cooperative attitude in a highly cross-functional organization