



## Job Description

**Job Title:** Strategic Planning Analyst  
**Department:** Strategic Planning  
**Reports To:** Strategic Planning Director  
**FLSA Status:** Exempt  
**Prepared By:** Strategic Planning Director  
**Prepared Date:** 9/12/2016  
**Approved By:** Human Resources  
**Approved Date:** 9/12/2016

### **SUMMARY**

Provides support for the Strategic Planning department through the collection, compilation, formatting and presentation of data in user friendly reports required to make informed business decisions on key accounts. Analyzes and interprets sales, profitability and product cost data via internal and external sources to identify trends and/or patterns that impact our ability to achieve corporate goals. Works closely with the Purchasing, IT, Accounting, Sales, Forecasting and International Operations departments to implement corrective action plans and performance improvement recommendations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Develop, implement and maintain data collection procedures to optimize efficiency and data quality

Acquiring data from primary and secondary sources both internal and external

Create and generate regularly scheduled business management reports

Maintain and improve existing business management reports

Identify, analyze, interpret and report with recommendations trends and/or sales, pricing, product cost and/or profitability patterns

Conduct product specific market research via web searches and store visits

Presents data summaries at various multi-departmental meetings

Assists with new product documentation and facilitates moving new product projects through the development process

Assists in product assortment rationalization

Assists in fulfilling various sales and marketing requests

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree and at least 2 years related experience; or equivalent combination of education and experience. Must be proficient in Microsoft Word, Excel and PowerPoint.

**SKILLS and COMPETENCIES**

Strong math skills

Strong analytical and critical thinking skills

Good communication skills

Proficient in Excel and Power Point

Above average attention to detail

Strong problem solving skills

Have good organization and time management skills required to effectively plan work and meet deadlines

Good interpersonal skills to work as part of a team

Must be proactive and be able to perform job duties with minimal supervision

**COMMENTS**

Occasional limited travel may be required for training and seminars related to job responsibilities.