



Job Description: Logistics/Business Analyst Associate
August 2021 – Kahtoola, Inc.

About Kahtoola

Kahtoola is an outdoor equipment design and manufacturing company with a history of product innovation and excellence. Headquartered in the beautiful mountain town of Flagstaff, AZ, all our associates work closely as a team to best address the opportunities and challenges of growing our business.

Founded in 1999, Kahtoola is a market leader in winter traction gear and gaiters, and is positioned for strong growth in other outdoor product categories. In addition to making high-quality products, we actively support social and environmental responsibility, foster strong community relationships, and inspire outdoor adventure. As associates, we are a company of quality aficionados who love great gear and getting outside. We work hard to take on business challenges together while enjoying a supportive, fun, and casual work environment.

The ideal candidate will:

- Be passionate about the growth of a premium brand in the outdoor industry.
- Be energized by working for a company dedicated to designing and manufacturing best in class outdoor gear.
- Recognize the importance of building and maintaining strong interpersonal relationships within Kahtoola and with our external partners.
- Be motivated to take environmental and social issues into consideration to operate as a responsible company.
- Enjoy collaborating with and playing a key role in an energetic, motivated, and talented team.

Job Description

In this comprehensive role the candidate will collaborate company-wide to support data driven business decisions including product sourcing, demand planning and inventory forecasting, writing of purchase orders (PO) and follow-up logistics tracking. The role is the primary point of contact to the company in regards to product availability. A key element of this position is evaluating processes, anticipating requirements, uncovering areas of improvement, and not only developing but also implementing solutions.

Inventory and Financial Planning

- Interact with sales, marketing, and product design to collect market and sales data (historical sales trends) with the goal to develop a demand forecast that supports company goals while identifying risks and opportunities.
- Develop comprehensive financial plans related to purchasing, and create schedules to plan, forecast, and purchase inventory positions that maximize inventory levels and inventory turns.
- Act as a liaison with Accounts Payable (A/P) for supplier invoicing and payments.
- Ensure flow of inventory meets in-stock levels to meet sales and inventory goals.
- Manage the accuracy of inventory through cycle or monthly inventory counts and provide root cause analysis of discrepancies.
- Identify risks of discontinued (end-of-life) inventory and communicate with sales to develop strategies for mitigation.
- Lead seasonal costing activities; gather all prices and align to FOB cost targets.
- Maintain margin analysis detail by product, comparing forecast margin to actual margin.
- Identify and establish scope and parameters of requirements analysis on a project-by-project basis to define project impact, outcome criteria, and metrics.

Vendors, Purchasing, and Quality Assurance

- Build and maintain strong relationships with existing vendors and their representatives, as well as seek and develop new supplier contacts as necessary for new company products, cost savings, and/or tariff reductions.
- Conduct meetings with suppliers to obtain quotations and negotiate prices and delivery dates.
- Work closely with design to ensure all product details are executed and aligned with cost and quality goals.
- Manage all purchasing calendars and deadlines, and communicate regularly with relevant associates and vendors to achieve efficient and on-time product launch timelines.
- Participate in the quality assurance of purchased solutions to ensure features and functions have been enabled and optimized.
- Perform daily, weekly, and monthly reviews and analyses of current processes using operational metrics and reports.
- Coordinate and procure sales samples for sales representatives, distributors, and trade shows that align with sales cycles to demonstrate available products and colors.
- Ensure constant and consistent Quality Assurance throughout our entire product line and support the resolution of any quality issues.
- Maintain master item file for company and Amazon Standard Identification Numbers (ASIN), item descriptions, warehouse channels, pricing, and UPC codes.

Required Job Qualifications:

- Bachelor's degree in Business, Operations, Manufacturing Supply Chain, or a business-related field or equivalent experience.
- Three to five years of related business analysis and/or inventory management and forecasting experience.
- High level of Excel proficiency (advanced formulas, pivot tables, data analysis tools, etc.)
- Self-starter who seeks methods to improve processes with ability to be effective in a metric driven environment.
- Exceptional analytical and conceptual thinking skills.

Preferred Experience and Skills:

- Proven ability to problem solve complex issues that arise from inventory.
- Excellent communication (verbal and written), organizational, analytical, and administrative skills (role is both external vendor and internal associate-facing).
- Experience working independently with overseas factories.

This is a year-round, full-time position located in Flagstaff, AZ.

Kahtoola is committed to a drug-free workplace. All employment is contingent upon successful completion of drug and background screening. Kahtoola requires all applicants to be eligible to work within the U.S.