



## Manager, Inventory and Production Planning

Foster City, CA

Reporting to the Director, Contract Manufacturing and Quality, this position is responsible inventory planning and optimization of inventory levels to meet customer service and asset management objectives.

### **Responsibilities:**

- ❑ Develop an executable master production schedule in accordance with business plan & manufacturing objectives.
- ❑ Responsible for establishing production schedules, coordinating production schedules, and ensuring materials, manufacturing sequences and lead times are met.
- ❑ Communicates requirements to internal and external customer base, monitors performance and realigns as deemed necessary.
- ❑ Planning, scheduling, coordinating, and/or final approval of products through the complete production cycle.
- ❑ Coordinates production plans to ensure materials are provided according to schedules.
- ❑ Provides input to management, reschedules, and/or interfaces with marketing, sales, and finance managers to reschedule in case of design changes, labor and material shortages, backlogs, and other potential schedule interruptions.
- ❑ Improve and maintain inventory accuracy, minimize inventory write-offs of inventory.
- ❑ Communicates scheduling status and issues.
- ❑ Incorporates new products or product changes into the forecast and master production schedule.
- ❑ Develop reliable monthly forecast of sales and inventory demand planning.
- ❑ Complete month-end inventory and cost closing process for distribution locations.
- ❑ Manage, coordinate and reconcile all inventory transfers, cycle counts and physical inventories.
- ❑ Extrapolate meaningful insight from large volumes of data, summarize it and communicate findings in a concise way.

### **Experience / Qualifications:**

- ❑ Bachelor's degree in Business, Engineering or related Analytical Discipline.
- ❑ 5 years of supply chain and inventory management, purchasing and scheduling experience with tangible accomplishments in reducing inventory, improving customer service, and meeting operations financial objectives.
- ❑ MS Software - Proficient in Excel, Word, Project, Access and PowerPoint.
- ❑ Strong ERP foundational experience - system migration and start up experience highly desired.
- ❑ Well organized with ability to manage through exception and data tracking.
- ❑ Great communication skills. Has the ability to clearly communicate ideas at all levels of the Company.
- ❑ Must be ambitious, like to work hard, be highly motivated, and able to work in a fast-paced environment.
- ❑ Experience in the CPG or E-commerce industry a plus.

Qualified candidates please e-mail your resume to [careers@frs.com](mailto:careers@frs.com) in the body of your e-mail, no attachments please.

### **About The FRS Company**

Founded in 2004, The FRS Company is the developer and distributor of FRS Healthy Energy nutritional supplements and beverages. FRS products are fueled by a patented formula containing quercetin, a powerful antioxidant found in fruits and vegetables that helps unlock your body's natural energy.

FRS ready-to-drink cans and select additional products are currently available through Amazon.com, GNC stores nationwide, Target, and at wide array of grocery, convenience, health food and bike stores. More information can be found at [www.frs.com](http://www.frs.com).