



ISLAND ABBEY  
FOODS®

**POSITION:** Sales and Operations Planning (S&OP) Analyst

**REPORTING TO:** Director of Operations

**SALARY:** Compensation commensurate with education and experience

**TERMS OF EMPLOYMENT:** Permanent - Full Time

**LOCATION:** Charlottetown, PE

### POSITION DESCRIPTION

Island Abbey Food Science Ltd. is an award-winning specialty food and natural health products manufacturer located in Charlottetown, PEI. We are an innovative company that has won global awards for creating patented honey processes.

We are currently looking for an S&OP Analyst for a key cross functional role to support effective supply chain management. The S&OP Analyst will be responsible for successful application of the monthly S&OP process including data reporting and analytics. The S&OP Analyst plays a critical role bridging the needs of the commercial business partners with the capabilities of the operations business partners. The S&OP Analyst keeps all participants in the process on track and moving toward resolution of the demand and supply plans.

### DUTIES & RESPONSIBILITIES

- Manage weekly S&OP process to establish production rates and schedule to achieve management objectives of maintaining, raising, or lowering inventory
- Identify potential gaps in demand/supply forecast and resolve issues
- Work with stakeholder teams to develop forecasts, forecast risks, and mitigation plans
- Plan for challenges, including new product launches, promotions, changes in customer buying patterns, unplanned events, natural disasters and seasonality
- Provide key inputs, including patterns in sales trends, planned inventory flow, statistical data and forecast solutions
- Develop routine and ad-hoc demand related reports for management
- Assist in developing annual budgets and support cost initiatives
- Ensure data integrity of inputs for demand planning process
- Accountable for MRP/ERP and inventory software to drive efficiencies across business processes
- Identify opportunities for continuous improvement of the S&OP process

### REQUIRED EDUCATION & WORK EXPERIENCE

- 4+ years of forecasting/ demand planning in a manufacturing environment
- Bachelor's degree in relevant subject (i.e., Supply Chain, Engineering, Math, Finance)
- Exceptional skills working with MRP and Inventory software
- Expert proficiency in Excel
- Highly organized and analytical with the ability to present complex data in a simply and digestible manner
- Exceptional interpersonal skills with a demonstrated ability to work collaboratively across the Company
- Strong interpersonal and teamwork skills to allow for cross functional collaboration and consensus

Island Abbey Food Science, Ltd

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#### **WORK AUTHORIZATION:**

Must have proof of eligibility to work in Canada

#### **PHYSICAL ASPECTS OF POSITION (INCLUDES BUT IS NOT LIMITED TO)**

This position requires the ability to:

- Sit for extended periods.
- Be present in a manufacturing and warehouse environment where temperatures and noise levels vary.

#### **HOW TO APPLY**

For consideration, applicants must email resume to: [HR@honibe.com](mailto:HR@honibe.com) by March 8, 2021.

*We thank all interested applicants; however, only those candidates being considered for an interview will be contacted.*