

Job Description			
Job Title	Inventory Analyst	Department	Supply Chain APAC LI
Reports to (Position)	Solid reporting: Leader, SOIP PMO Supply Chain, APAC		
Position in Org Chart			
Reporting to Leader, SOIP PMO Supply Chain, APAC			
Role Objective			
Support S&OP process across the APAC region to make sure all KPIs are achieved			
Key Responsibilities / Duties & Responsibilities			
<div>1. Inventory management</div> <ul style="list-style-type: none"><li>Responsible to collect and consolidate inventory related information monthly, such as gross inventory, excess inventory, and safety stock fulfillment</li><li>Responsible to prepare monthly reports to monitor inventory trend and track performance against the target and push for action when necessary</li><li>Assist country teams to do data analysis and drive PDCA (Plan, DO, Check and Act) cycle from inventory standpoint for continuous improvement of S&amp;OP KPIs</li><li>Join monthly PSI (Production/Procurement, Sales, and Inventory) planning session in each country and review the reasonability of planning, as well as assist effective involvement of regional demand &amp; supply planning team</li><li>Assist periodical safety stock target setting in each country and review the reasonability</li></ul> <div>2. Regional reporting and meeting coordination</div> <ul style="list-style-type: none"><li>Daily/Weekly/Monthly reporting job in APAC region for key metrics on top of inventory related</li><li>Meeting coordination as well as following up actions with members</li><li>Other jobs upon manager's request</li></ul>			
Job Specification			
<ul style="list-style-type: none"><li>University Degree with at least 5 years of experience in supply planning</li><li>Excellent in oral and written English</li><li>Strong interpersonal communication ability</li><li>Familiar with Microsoft office software and good at Excel for the data analysis</li><li>Experience working with ERP systems, SAP preferred</li><li>Open minded &amp; embrace changes; Result oriented</li><li>Logical thinking and ability to work under high pressure</li></ul>			
Key Relationships and Communication			
<div>Internal stakeholders: Other functions in Supply Chain team, Sales &amp; Marketing teams, Customer service Plants, Finance,</div> <div>External stakeholders: Forwarders, customers</div>			

<b>How to apply</b>	
<p>If you think you have what it takes for this role, please send your updated CV to Ms. Hoa from HR via email: <a href="mailto:hoa.ho@lixil.com">hoa.ho@lixil.com</a></p> <p>You shall be notified within 2 weeks if you're being shortlisted for the role.</p> <p><b>**Note:</b> To be eligible for internal job posting, you must have already completed at least 1 year of service in your current role</p>	
<b>Employee Referral</b>	
<p>If this position is not for you but you know someone who may fit the role then share this job brief with him/her and copy HR in-charge in the email. Thereafter, the candidate could send his/her CV directly to HR. Please note, the referral email must to be done prior to candidate applying for this position.</p>	
<b>The HR In-charge</b>	
Name	Ho Thi To Hoa
Designation	Leader, Talent and Learning Vietnam.
Base[country & city]	Vietnam
Email address:	<a href="mailto:hoa.ho@lixil.com">hoa.ho@lixil.com</a>