

# TOMY International, Inc.

## POSITION DESCRIPTION

**JOB TITLE:** E-Commerce Sales Analyst

**EFFECTIVE DATE:** April 2021

**DEPARTMENT:** E-Commerce Sales Team

**OVERALL SUMMARY:** As a member of the E-Commerce Sales Team, this entry-level Sales Analyst will analyze retail business to provide support and further understanding of current trends and needed changes, specifically Amazon.com business. The Analyst needs to be flexible and nimble as Amazon's business model continues to evolve. Travel may be required.

### **DUTIES AND RESPONSIBILITIES:**

- Evaluate and update the 12 month rolling forecast:
  - Update forecast weekly or if significant changes are made and need to alert planners
  - Work with planners on inventory allocation, restrictions, etc.
  - Communicate with Sales Manager on changes
  - Work with Customer Service Manager on version changes, update changes such as case packs through Salsify, etc.
- Provide account POS data:
  - Owning all aspects of POS reporting – internal and external reporting for the U.S. (and Canada)
  - Analyze trends for increases/decrease, deep dive into understanding root causes for changes (looking at ASP, inventory shortage, promotions, etc)
- Learn Amazon's Vendor Central:
  - Access and understand Vendor Central and latest notifications, updates
  - Utilize different reports to help understand business growth and opportunities
  - Ensure catalog information is correct
- Update Cancellation Report
  - Pull weekly sales orders and update cancellation report
  - Identify obsolete, inventory availability, missed shipments
- Born To Run/Direct Fulfillment:
  - Initiate Born To Run on new ASINS or recent in stock available ASINS
  - Add ASINs to Direct Fulfillment on new ASINs, recent out of stocks ASINs, size constrained ASINs, etc.
- Identify Opportunities either through cost saving initiatives
  - Identify SIOC/FFP/Prep packaging
  - Reduction in Chargebacks

### **KNOWLEDGE/EDUACTION:**

- Strong Analytical skills with attention to detail
- Ability to learn new software and applications independently
- Bachelor's degree in business or sales analysis
- Ability to set priorities and meet deadlines in a fast-paced and changing environment
- Retail merchandising and replenishment techniques
- Computer application skills (Advanced Proficiency in MS Excel, database and query systems, etc.)

If interested, and qualified, email resume to [hr@tomy.com](mailto:hr@tomy.com)