

CAREERS

RECRUITMENT FRAUD ALERT

[« Openings at Makita U.S.A., Inc.](#)

Supply Chain Analyst

Location: La Mirada, California, United States

Full-time

Allows Remote

Job Summary

The Supply Chain department creates value for Makita and its customers planning inventory to efficiently meet customer's needs, while effectively using Makita's resources. The role of the Supply Chain Analyst will support the needs of the department by developing forecasts and purchase plans, analyzing inventory strategies, managing vendors, and monitoring inbound shipments.

Essential Job Duties

To perform this job successfully, an individual must be able to perform each essential duty to satisfactory standards. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop SKU-level monthly forecasts and purchase plans for a broad range of assigned accessories and service parts by using historical data, statistical models, and market knowledge.
- Pursue and incorporate inputs from sales, marketing, upper management, and customers to improve forecast accuracy and develop consensus-based demand plans.
- Review shipping documents for accuracy and update inbound shipment data in Makita's ERP system.
- Create purchase orders, and inventory adjustments.
- Coordinate with suppliers to ensure they meet Makita's performance standards.
- Analyze inventory positions to assess best replenishment and stocking strategies.
- Review and prepare shipment information for Makita's customs broker.
- Monitor inbound shipments to reflect accurate arrival information in Makita's ERP system.
- Assemble and distribute reports to the Supply Chain department.
- Work on other projects and tasks as directed by Supply Chain leadership.

Other Duties

Please note this job description does not contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Skills Required

- Strong analytical and decision-making skills. Able to think critically to solve problems, as well as the ability to understand data, extract insight and act.
- Strong people skills.
- Excellent written and oral communication skills. Includes internal and external contacts across multiple countries.
- Excellent organizational skills. Able to manage multiple competing priorities under high volume.
- Able to accurately work in a detail driven environment.
- Strong understanding of supply chain including import processes, vendor management, and inventory management.
- Experience using ERP systems.
- Initiative-taker who takes pride in their performance and its impact on the company's success.
- Able to use Microsoft Office 365 products, including extensive use of Microsoft Teams and Excel. Including use of pivot tables, lookups, and other formulas. Experience with VBA or Power BI a plus.

Education and/or Experience Desired

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this role.

- 1-3 years' experience in a related supply chain field.

- Bachelor's Degree or higher from an accredited university, or additional related work experience.
- Supply Chain or related field preferred.
- ASCM (APICS) Certification a plus.

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This position works in a hybrid environment and must use software and tools to communicate with others while working remotely. The work is fast paced, focused on continuous improvement and continuous learning while operating under high demand/volume. This role routinely uses standard office equipment such as computers, phones, and photocopiers, etc.

Travel

Travel is not expected for this position.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to use hands to touch, handle or feel; reach with hands and arms; and talk or hear.
- Required to occasionally stand; walk; and stoop, bend or reach above head.
- Required to regularly sit for extended periods of time.
- May be required to occasionally lift, push, or pull up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Able to ascend and descend stairs.
- Continuously reach out to sort miscellaneous items.
- Physically & mentally able to work in an environment that may be subjected to strict deadline and multiple projects.
- May be subject to overtime as required.

Disclaimer

This description is based on management's assessment of the requirements and functions of the job as of the date this description was prepared. It is a general guideline for managers and employees, but it does not intend to be an exhaustive list of all the elements of the job. Management reserves the right to modify the description at any time, or to vary the duties and responsibilities of the job on a temporary or indefinite basis to meet production, scheduling or staffing needs.

Equal Opportunity Statement

The Company is an equal opportunity employer and makes employment decisions on the basis of merit. Company policy prohibits discrimination based on race, color, creed, sex, religion, marital status, age, gender, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, veteran status, military service, pregnancy, childbirth or related medical condition, genetic information, medical (including genetic characteristics or cancer diagnosis), actual or perceived sexual orientation, or any consideration protected by federal, state, or local laws. All such discrimination is prohibited. Additionally, the Company will provide registered domestic partners with all rights and benefits as required by Law. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual. The Company is committed to complying with all applicable laws providing equal employment opportunities.

[Apply for this position](#)