

# Dynamic Brands



**Dated:** October 2<sup>nd</sup>, 2018  
**Job Title:** Sales Analyst  
**FLSA Status:** Exempt  
**Department:** Sales  
**Reports to:** Sales Manager  
**Location:** Richmond

The Sales Analyst will provide analysis and sales support to our sales department, operations team, and independent sales force.

## Responsibilities:

- Develop, maintain, and analyze a variety of reports to identify sales trends, opportunities, and inventory planning
- Analyze and forecast, inventory, and sales data for distributed and component product
- Coordinates the review of spare parts and any domestic inventory product as needed based on a reorder point system
- Oversees demand at Embroidery location and recommends transfers
- Maintains available reports that show backordered stock levels
- Research and review pre-books and sales history to project sales and inventory levels
- Perform marketplace and industry research and analysis of market trends, customer needs, competitive products and pricing
- Other duties as assigned

## Qualifications:

- Bachelors degree in Business Administration, Marketing or related field
- Minimum 2 years inside sales or sales analysis experience a plus
- Advanced Excel skills needed
- Written communication skills via e-mail and use of proper syntax a plus
- Must possess demonstrated problem solving ability, creativity and innovation, and initiative
- Excellent communication skills
- Attention to detail is a must