

**RSR GROUP, INC.
JOB DESCRIPTION**

POSITION TITLE: Strategic Operations Analyst

TITLE OF IMMEDIATE SUPERVISOR: Senior Vice President & CIO

DATE SUBMITTED: March 2021

LOCATION: Headquarters – Option to Work Remotely

POSITION SUMMARY:

The Strategic Operations Analyst is position is responsible for supporting strategic warehouse activities by analyzing, forecasting and trending warehouse operations and presenting the information to management through reports and summaries.

REGULAR DUTIES AND RESPONSIBILITIES:

Work with the headquarters management team to analyze operations data to determine productivity standards, staffing goals, positioning of product, and processes and procedure efficiencies.

Extract and collect data from multiple internal or external sources. Verify the relevance and correctness of the data.

Prepare reports, including tables and summaries, derived from data extraction performed. Make recommendations to identify workflow and system improvements based on the analyses.

Coordinate and oversee time studies at the warehouse. Summarize the study results and present recommendations.

Evaluate staffing levels in each area of the warehouse based on sales volume, inventory receipts, package count by type, etc.

Update and write manuals for warehouse processes.

Monitor, analyze, and report variances from planned and forecasted figures.

Prepare feasibility analysis, business process assessments, gap analysis, cost-benefit analysis, and industry best practice research. Write reports to identify areas of improvement or growth.

Collaborate with management team to implement process and system changes.

EMPLOYEES SUPERVISED:

None

QUALIFICATIONS:

The Strategic Operations Analyst must have three years of business analysis experience in a similar working environment. Knowledge of warehouse operations is preferred. Bachelor's degree in Operations Management, Supply Chain Management, Information Technology, Statistics, Finance, Accounting, Economics, or a related field of study is required. MBA or advanced degree is preferred. This individual must be proficient with statistical and analytical software. Excellent verbal and written communication skills are required. Advanced proficiency in Excel is required, and knowledge of SQL and Access is preferred. This position requires travel to the distribution center located in Ft. Worth, Texas (estimated at 4 times per year) or as needed.

Physical demands:

While performing the duties of the Strategic Operations Analyst position, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee is also required to stand, climb or balance, stoop and kneel. Specific vision ability required include, close vision, distance vision, peripheral vision and ability to adjust focus.

The physical demands of this job 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.

DUTIES AND RESPONSIBILITIES MAY BE ADDED, DELETED, OR CHANGED AT ANY TIME AT THE DISCRETION OF THE MANAGEMENT, FORMALLY OR INFORMALLY, EITHER VERBALLY OR IN WRITING.