



Tokyo Gardens Catering, LLC (TGC) is a Houston-based company providing full-service sushi and Asian food operations in retail stores, universities and corporate offices nationwide for over 20 years. Our company is growing rapidly, and every team member plays a key role in that growth. This role would help support our subsidiary, TGC Logistics, LLC. This segment of our business focuses on providing product solutions for our sushi kiosk operations. Our success is driven by delivering real results for our clients. It's also enabled by our culture, which supports personal growth and development, embraces an inclusive work culture, and rewards innovation and excellence.

[www.tgcsushi.com](http://www.tgcsushi.com) / [www.sushicllc.com](http://www.sushicllc.com) - visit us to learn more!

### **Inventory Analyst**

Are you interested in leading high impact projects and working cross-functionally to optimize the end-to-end supply chain and improve inventory availability for customers? The Inventory Analyst will play a critical role in will lead the planning and execution of inventory strategies to build an effective supply chain and drive successful interactions between vendors, purchasing team, and warehouse team. They will also play a part in delivering optimal customer experiences by ensuring TGC Logistics has the right product quantities, in the right places, and at the right times. To be successful in this role, you should feel comfortable using data to influence others and building scalable systems and processes to allow our business to grow.

### **Essential Duties and Responsibilities:**

- Manage inventory health including optimizing stock availability, inventory planning, vendor operational improvement (efficiency, fill rates, lead time), forecasting, and shrink reduction
- Prepare detailed reports on inventory operations, stock levels, and adjustments on a regular basis and develop action plans
- Drive process improvements and automation for demand planning tools to reduce manual data aggregation and increase visibility to the forecast analysis
- Review inventory position on new and current products in preparation for upcoming promotional events and new item launches
- Manage inventory count process for local and out of state warehouses. Assign count dates and coordinate resources as needed. Collect counts from warehouse team and regional supervisors, identify discrepancies in inventory count and work with purchasing team to correct recognized inventory issues
- Perform problem-solving and troubleshooting with purchase orders; resolve receipt and invoice discrepancies with warehouse crew and accounting team; escalate supplier issues to purchasing team
- Participate in business reviews with Purchasing team, identify operational improvement areas and lead recommendations to drive improvement

- Work with internal teams collaboratively to help drive tool and process improvements that affect procurement workflows, with emphasis on automating tasks that are currently performed manually
- Provide data-driven insights to help optimize inventory levels.

**Qualifications:**

- Bachelor's degree in Business Administration, Supply Chain Management or related field
- Minimum 3-5 years of experience in planning/ forecasting role in a dynamic seasonal business
- Strong proficiency in managing and analyzing large sets of data using Microsoft Excel
- Strong attention to detail with a proven ability to effectively manage multiple projects and priorities in an ambiguous, fast-paced/deadline-driven environment
- Excellent communicator verbally and in writing
- Experience with NetSuite strongly preferred
- Experience with SQL is a plus

**Benefits:**

- Paid time off
- 401k plan with company match
- Annual bonus / incentives
- Paid health benefits (Medical, Dental, Vision, Life, STD insurance)
- This is a full-time salaried position

**Additional Information:**

- Work locations: Houston HQ office (Onsite)

TGC Logistics, LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.