

Paris Presents

INCORPORATED

Bringing Beauty to Life

POSITION SPECIFICATION

Director of Purchasing and Inbound Logistics

COMPANY

Paris Presents Incorporated is an entrepreneurial, privately held / venture capital backed company that creates and distributes comprehensive brands of makeup and nail tools, bath and body liquids and accessories, and travel accessories. Their expertise includes both nationally distributed branded product lines and the development of “captive” brands, product lines individually created and managed for large retailers. This is a complex fashion business with a focus on high quality products at affordable prices developed through innovation and on-trend design. The company is over 50 years old with a very fast paced culture, has annual revenues of over \$175MM, and is growing rapidly. The senior management team comes from major CPG companies and has a strong success record of growing businesses. In 2014, the company was recognized by IRI/Boston Consulting Group as the fastest growing health and beauty company under \$1B. In 2016 the CEO, Patrick O’Brien, was named Ernest and Young Entrepreneur of the year for the Midwest region and the company was recognized on Inc’s top 5000 companies to work for 3 years in a row.

BRANDS

The company’s three core brands are EcoTools®, Real Techniques®, and Body Benefits by Body Image®. EcoTools is a leader in eco- conscious beauty products, most notably for incredibly soft cosmetic brushes but also offers a line of hair brushes and bath accessories. Body Benefits is the number one brand in bath accessories with distribution at key retailers such as Walmart. The brand offers a comprehensive assortment of netted bath sponges as well as all other bath accessories.

Since its launch in 2011, Real Techniques has dominated the masstige beauty industry with phenomenal products and expert advice from celebrity makeup artists and sisters Sam and Nic Chapman. Our inspiring education is creating newfound confidence in women globally, all at a click of a button. The brand is the number one makeup brush brand on YouTube, the leading share brand in the UK and one of the fastest growing brands in the U.S.

The company also offers retailer exclusive brands to round out our portfolio at key retailers like Walmart, Target, Walgreens and Boots (UK).

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SUMMARY

Paris Presents Inc. is looking to fill a Director of Purchasing and Inbound Logistics position in Gurnee, IL. The individual in this role will manage and develop the purchasing team to effectively buy products, while being responsible for managing a competent vendor base to support current product plans and sales targets, negotiate successfully to drive cost improvements, manage inventory levels to meet targets, and support superior customer service levels.

MAJOR RESPONSIBILITIES:

- Manage team to meet/exceed specified objectives and targets
- Support demand management by working with sales to incorporate customer – specific forecast into the demand plan (DRP), including promotions, changes in store counts, off-shelf product presentation and plan-o-gram changes.
- Manage inventory levels to meet total \$ targets, turns targets and E&O targets. Monitor and update weekly inventory watch lists with current information to keep account teams up to date. (All customer watch lists). Ensure inventory support to meet customer expectations on service levels and delivery; keep stock outs to minimum.
- Develop and leverage DRP tool to oversee buying activity; guide proper buying practices to achieve inventory and customer service goals.
- Assist in new product demand estimates via understanding of supplier ordering cycles and inbound transit requirements.
- Manage communication of purchasing on a regular basis with suppliers with regards to order management/delivery, pricing, regulatory and all other supplier management activity.
- Monitor purchase order activity and provide direction on process or task improvement areas.
- Lead price negotiations on existing items and provide collaboration on new products at company level; develop team to effectively negotiate with suppliers to drive cost improvements and manage cost avoidance across all items and product categories.
- Communicate effectively cross functionally with management and executives on supply issues, inventory issues, price changes, inbound logistics, and all other team challenges (i.e. “no surprises”).

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- Understand risks to supply and transport and effectively create risk mitigation plans and backup systems to ensure timely supply and provide customer support until expected service levels are reached.
- Work closely with Director of Sourcing to build, manage and optimize PPI global supply base.
- Ensure integrity of data for purchase orders, all inbound documents, customs paperwork, assists, and all aspects of purchasing and logistics.
- Familiar with 3rd party sourcing and ability to work with 3rd party partnerships.
- Participate in projects relating to system development and process improvements. Champion logistics, customs, purchasing, inventory, pricing and supplier system enhancements and improvements.
- Create supplier profile process for purchasing team, establish and publish monthly kpi's for purchasing and inbound logistics.
- Establish clear metrics/measures for the purchasing, inventory, supplier performance logistics providers, and inbound freight costs/movement.
- Build effective purchasing and logistics team, driven by performance measures; hire, mentor, develop and manage high performance players for purchasing and inbound logistics.

POSITION REQUIREMENTS:

- Minimum of a Bachelor's Degree
- APICS or ISM certification or equivalent experience
- 10+ years of logistics and purchasing experience with a track record of success in the following areas:
 - Process analysis and implementation, structure, roles and responsibility analysis capability.
 - Leadership of teams in logistics and purchasing demonstrated successfully.
 - Inventory management/understanding of open to buy, turns, days on hand and strategies to optimize inventory, and set appropriate safety stock levels.
 - Vendor management (logistics/purchasing) including metrics and measures/scorecards.
 - Proven negotiation skills, especially with China based vendors as well as ocean carriers, and customs brokers.

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- Proven metrics and measure establishment and execution experience in purchasing and logistics.
- Ability to create/articulate purchasing strategies, optimizing buying patterns to improve customer service while reducing inventory.
- Understanding of total cost sourcing and ability to implement a template/process to capture total cost during to determine best sourcing strategies.
- Deep knowledge of ocean freight business/inland transport, contracts, carriers, in bound logistics models including inland freight to build seamless, cost efficient in bound supply chain.
- System savvy - ability to learn systems quickly
- Experience with ERP/DRP, ASW, Customs, Century and Cognos beneficial.
- Proven track record of understanding how to optimize the system for information needed to effectively manage purchasing and logistics.
- Ability to work with IT to write necessary reports or extract necessary information on their own.
- Proficient in the use of Microsoft office.
- Strong interpersonal skills
 - Strong ability to communicate/influence up, down and across an organization.
 - Successful in mentoring, developing and coaching employees while building a high-performance team.
 - Strong ability to communicate with different cultures.
 - Can do attitude, no barriers approach to getting the job done.
 - Strong business and personal ethics.
 - Ability to communicate effectively with Executive team and provide excellent documentation support for Executive and BOD meetings.
- Deep experience in writing, understanding and managing contracts for product suppliers, ocean/air carriers and inland freight carriers.
- Strong organizational skills and attention to detail
 - Implement metrics, measures, accountability on a scorecard basis in purchasing and logistics.
 - Understanding of how to optimize team and structure.
- Ability to think strategically as well as execute tactically.
- Periodic travel to Asia and global locations as determined by needed.