

Job Title: Sales Analyst – Walmart / Sam’s Club

Position Summary:
The Sales Analyst is a member of the Walmart / Sam’s Club Sales Team. This position involves performing replenishment analysis resulting in the creation of accurate customer orders. As part of a team, the position is responsible for meeting Walmart performance metrics, forecasting requirements, and overall goals for the Walmart and Sam’s Club business unit. This position requires extensive sales analysis and the ability to communicate effectively with teammates (internally and externally) across multiple functional areas.

The ideal candidate must possess demonstrable advanced Microsoft Excel skills to help design and develop reports, and to create tables and charts for internal and customer presentations.

Primary Responsibilities:

• **Sales Reporting:** Maintain, develop, and provide detailed POS reporting on a daily/weekly/monthly basis for the Walmart Sales Team, both on a standardized and ad hoc basis. Provide category insights and opportunities through analytics and category planning. These duties include communication of opportunities with internal contacts, as well as Walmart Replenishment and Merchandising associates. Preparation of any special request reports and data analysis. Assist in sales presentations by providing charts of all sales data.

• **Item Maintenance:** Prepare ongoing analysis to include share/growth trends, promotion effectiveness, pricing, distribution recap, and new item tracking. This includes managing item characteristics and details in both Retail Link and internal company systems.

• **Forecasting:** Involvement with internal Forecasting, Distribution, and Supply-Chain teams to develop forecasts, budgets, planograms, and grids typically up to 12 months out.

• **Supply Chain:** Internally coordinate with Order Processing, Greenhouse Operations, Transportation, and Shipping to ensure product flows properly from order point to ship point.

• Assists in other sales & marketing operations, or partner management activities as needed.

• Performs other duties deemed necessary by management.

Requirements for the Position include:

Associate or Undergraduate Degree in Business, Finance/Accounting, Mathematics/Statistics, or Economics

Demonstrated experience and proficiency with spreadsheets, databases, and reporting tools. Excel & PowerPoint proficiency is required.

Must have an understanding of replenishment analysis, replenishment strategies, and be able to successfully execute in a timely manner.

Detail-oriented with excellent project management, organizational, and analytical skills. Proven individual initiative and responsibility demonstrated through prior work experience.

Excellent communication skills – verbal, written, and presentation. Ability to handle multiple tasks to meet deadlines. Team player with a positive attitude, balanced by being able to conduct work independently of others.

Preferred Experience / Skills:

3+ year’s analytical experience; preferably in consumer goods or related retail business environment.

Possess solid knowledge of Walmart / Sam’s Club business or other National Retailer(s).

3+ years with Retail Link and Walmart / Sam’s co-managed replenishment.

A flexible work schedule to include some weekends.

Ability to make some, but very minimal overnight travel. (5-10 days per year)