



ROLE & RESPONSIBILITY

Manager of Supply Chain

Create + develop pathways to meet Heyday's supply chain needs by leveraging relationships, forecasting capabilities, and implementation practices to help differentiate Heyday's product scope.

About Heyday

We are expert skincare with a human touch. We started Heyday to personalize skincare to create positive change in people's lives – for both our teams and our clients. We're all about helping people feel great in the moment and empowering them to continue that journey on their own. Heyday means the period of your greatest strength, vigor, or success – your prime. We believe everyday should be your Heyday. We just happen to start with skin.

Heyday is headquartered in Soho, New York, with 5 retail locations across Manhattan and 2 in Los Angeles. This is an exciting opportunity to join a small, collaborative team and have a direct impact on our fast-growing business. This position will be an integral part of the organization. The candidate must have commitment and passion for the mission of Heyday to be a catalyst for people to look and feel their best. You are a magic maker who sees possibility and turns dreams into reality.

Key Responsibilities

Success in the role of Manager of Supply Chain will be implementing and iterating on the following:

1. **Inventory Management** – Own the inventory of product + supplies at the shop level. Create and implement inventory storage protocol, expected usage best practices, and reporting that provides timely action items to shop management. Forecast inventory quantities for external vendors + internal COGS calculations.
KPIs: Inventory turns, aging inventory
2. **Vendor Management** - Develop and mold vendor relationships to ensure timeliness and completion of deliveries. Set up relationships to create flexibility in product offerings (co-collaborations, product exclusives, incentives, etc.).
3. **Purchasing + Procurement** - Create and optimize the system for ordering products, inclusive of setting pars, tracking and receiving of orders, and holding and recording of inventory. Partner with operations and accounting to ensure smooth reception of changes and adherence to financial requirements.
KPIs: Product COGS vs Forecast, Days without Inventory
4. **Transportation / logistics** - negotiate contracts and rates with shipping lines, freight forwarders, customs house brokers, warehouse managers and related third-party logistical service providers, and must execute industry standard policies related to quality, safety, and process improvements.

Expert skincare with a human touch

heydayskincare.com @heydayskincare

New York • NoMad • Tribeca • Upper East Side • Upper West Side • Noho • Los Angeles • Beverly • Brentwood

Qualifications

- +5 years in a supply chain role where you've managed vendor relationships and know how to negotiate with vendors that produces required business results
- Demand forecasting, planning and analysis experience with effective excel skills
- Enthusiasm for developing systems and processes across a growing organization
- Excellent verbal, written, and communication skills with internal + external partners
- Ability to think holistically, simplify, and work smartly focusing on the priorities and objectives of a project
- You would describe yourself as curious, hardworking, and effective

Location & Logistics

- The role will be based in New York City or Los Angeles at the Heyday Support Offices
- The role will require field visits to existing shops to help with implementation and adherence of inventory and on ad hoc occasions
- The role will require travel occasionally to meet with vendors and visit shops to support supply chain growth

Reporting

- The role will report to the Director of Finance + Strategy