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# Example of Asset Planner Job Description

Our company is looking for an asset planner. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for asset planner

* Re-work the optimised supply plan into a monthly production volume and schedule for relevant assets, taking into account monthly demand plan, inventory levels and operational restrictions
* Evaluate unplanned supply events on short term production plan and communicate any adjustments to the schedule to the production planning group
* Ability to secure and negotiate with event venues and contract vendors as required to execute programs and equitably maximize budget allocations
* Ability to multi-task and work under tight deadlines with prompt and clear responses
* Develop detailed Life Plans for all maintainable assets in the Defence contract that accurately define cost elements and allows monthly, annual and long term maintenance activity forecasting
* Ensure the close-out of tasks and reconciliation of costs, PO’s and invoices
* Liaise closely with operational staff to ensure plans align with resources
* Develop and maintain zero based budget and provide planned verse actual analysis
* Gathers necessary engineering or technical documents, specifications and drawing
* Must offer creative event ideas and solutions to help grow business in the Los Angeles and Arizona markets

## Qualifications for asset planner

* Mechanical/Electrical trade or rail equivalent or relevant tertiary qualification that would be beneficial to the role
* Rail experience is desirable
* Demonstrated ability in influencing decision making
* Demonstrated competence with Microsoft office suite
* Ability to work in an environment of high customer delivery expectations, a high level of manufacturing execution and high level of change
* MRP II philosophy and principles