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# Example of Associate Manager Planning Job Description

Our company is looking to fill the role of associate manager planning. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate manager planning

* Oversight of the administration of the Budgeting, Forecasting and Reporting System and coordination of the planning and forecasting processes
* Partnering with G&A department budget owners to provide operational analysis and reporting and to improve forecasting accuracy
* Developing and maintaining reports on SAP-BPC for the G&A functions
* Completing ad hoc analysis and decision support focused on requirements of G&A organization including the evaluation and tracking of capital expenditure, principally, for the IT & Facilities functions
* Provide cross-functional support to other components of the ISCP template as relates to integration with upstream/downstream systems (DRP, MRP)
* Lead annual PIA board meeting preparation process, partner closely with business on quarterly dividend process PIA monthly close
* Planning, forecasting and reporting of Total Life Sales
* Planning, reporting and analysis of Distribution Costs including comparison to pricing allowances
* Drivers, financial metrics and business case support and analytics for Distribution
* Monthly and quarterly Distribution results reporting including preparation and analysis of Total Life sales and business driver results

## Qualifications for associate manager planning

* Ability to synthesize and develop written reports of qualitative and quantitative findings for leadership
* Strong project management skills to manage multiple projects simultaneously
* Demonstrated skills in developing presentations for leaders
* Customer service skills in communications, decisions and actions
* Minimum of 5 years production / planning / scheduling work experience in a supply chain related field or demonstrated skills
* Strong ERP systems and computer software experience Oracle, AS400, Excel, Access