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# Example of Capacity Planning Analyst Job Description

Our innovative and growing company is looking for a capacity planning analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for capacity planning analyst

* Develop and implement accurate, timely reports required by CO, other departments, the NGDCs, and regulatory bodies
* Consult and lead the development and monitoring of data and data collection systems related to weather, demand, purchases, and other related variables that influence gas supply and demand
* Stay abreast of applicable industry trends and changes via participation on industry sponsored committees and development/administration of industry-wide surveys
* Ensure adequacy and functionality of software systems, IT applications and data warehouses that contain/provide information critical to supply management and NGDC operations
* Develop and publish "Winter Operations Reviews" after conclusion of each winter for the NGDCs
* Review dispatch estimates of daily pipeline deliveries and reconcile differences with pipeline counterparts
* Develop testimony responses to data requests as assigned
* Develop and own concurrent data reporting projects and models to help drive insights for the regional strategy teams, based on an intimate knowledge of your support area
* Assist the Quota and Capacity Planning team in finding opportunities for increased optimization and effectiveness in our existing processes and models
* Automation of reports using Macros

## Qualifications for capacity planning analyst

* Comprehensive knowledge of Internet technologies and protocols (Servers, Datacenters, DNS, Transit, Peering)
* Working knowledge of relational databases and database structures (Access)
* 2+ years of documented experience in staffing or full-time employee capacity/forecasting planning
* Advanced experience with MS Excel (vlookups, pivot tables, complex file links)
* 4 or more years of business or finance operations experience
* Strong written and verbal presentation skills - comfortable communicating in a variety of formats to Senior Level Executives