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# Example of Distribution Planner Job Description

Our growing company is looking to fill the role of distribution planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for distribution planner

* Maintain key items through set up and maintenance of model stock replenishment system
* Provide initial and future order quantities to appropriate group for P.O
* Develop, optimize/levelize, update, and deliver the rolling 18 month Distribution Construction Work Plan for a geographic area, encompassing an average of 100 resources (with potential for increases to 250-400 resources over time)
* Implement Construction Planning strategies/initiatives and coordinate external construction resources to optimize progress on capital work in 100% compliance with safety, quality, and cost control requirements
* Co-ordinate crucial internal relationships with Distribution Design, Resource Planning (CYWPM), Distribution Construction, Operations Divisions, and Distribution Support to ensure smooth completion of assigned projects
* Manage the reverse logistics in coordination with Customer Service Manager and the FF
* Serves as a central control point with most up to date status of the workload in the facility
* Plans waves based on standard criteria exception rules
* Multi task and work under a demanding fast paced environment
* Provide data entry and inventory control support for CDS/SDS Operations

## Qualifications for distribution planner

* Strong background in Construction Management, Design Engineering, or Construction Estimating
* Broad knowledge of OH Line, UG line and Civil construction work or 1-3 years of previous experience with Field Operations or related department
* Knowledge of electric equipment and materials, electric theory, and construction practices
* Experience in project planning and portfolio planning to maximize efficiencies and garner savings
* Demonstrated computer skills, including the use of STORMS, Ischeduler, Primavera, SAP, and specialized programs
* Bachelor’s degree in Construction Management, Design Engineering or 1-3 years of equivalent experience