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# Example of Manager Production Planning Job Description

Our innovative and growing company is hiring for a manager production planning. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager production planning

* Develop, administer revise and edit company policies, processes and procedures that directly affect subordinate employees and the workflow unit
* Be a trusted business partner to enable technology by managing overall planning, communications and reporting
* Ensure cross-team management of organizational design, workforce tracking, governance
* Work across technology executives and teams to develop and maintain a 3 year plan, strategy and roadmap
* Manage shared reporting sites and tools (SharePoint, Qlikview) and be able to extend their functionality for better automation of report generation
* Drive the annual financial and planning process through engagement with stakeholders
* Ensure order accuracy with ship/arrival dates, transit time, lead time, carrier information and product codes for all fixture related orders execute queries daily to monitor order accuracy
* Provide complete order status, shipping information and Proof of Deliveries (POD) to retail accounts and sales teams for all US & Canada fixture related orders
* Partner with National Account Managers and 3rd party Vendors to resolve discrepancies while building a thorough working knowledge of account profiles and requirements in order to improve total department level metrics
* Partner with Sales team for planning upcoming account activities such as resets and new stores

## Qualifications for manager production planning

* Excellent interpersonal and organizational skills, oral and written communication skills
* Supporting the accountability and transparency of progress through regular reporting, documentation and collection / validation of key metrics
* Clear responsibility for supporting all project management activities in alignment with OSD PMO requirements
* Benchmarking, both internal and external, to drive continuous improvement and alignment to SC best practice
* Support OMP production planning design, ensuring a global, enterprise solution is developed
* Minimum of eight (8) years of related Supply Chain experience is required