Downloaded from <https://www.velvetjobs.com/job-descriptions/master-planner>

# Example of Master Planner Job Description

Our company is hiring for a master planner. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for master planner

* Supporting and generating weekly and monthly performance reports measuring on time shipments, open slots, actual shipments port
* Continuous improvement for SOP and supply chain
* Review and align the customer quarterly demand updates against contractual requirements and existing build schedules
* Schedule manufacturing operations from production major assemblies through sub-assemblies and detail parts and make recommendations to the Operations Manager
* Use SAP to load the agreed manufacturing schedules into the UTAS SAP system
* Work initiatives associated with performing capacity analysis, time studies, labor performance analyses, and cost estimating
* Track performance of manufacturing processes and benchmark against best in class of others in the Industry
* Collect, analyze and make recommendations based upon interpretation of data
* Participate in the budgeting process, financial reporting process and Continuous Improvement activities
* Monitor and analyze the weekly health measures report for the program and trouble shoot inaccuracies between the System and Production schedules

## Qualifications for master planner

* Comfortable presenting in front of small to medium sized groups
* Outstanding business acumen commercial and financial understanding
* Profound knowledge of MS Office, ERP systems
* Candidate must be able to demonstrate/possess strong interpersonal skills
* Ensure best practice methods are established and utilized through the use of documented Standard Work
* Bachelor’s degree in Supply Chain, Engineering, Business or related field