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

# Example of Master Planner Job Description

Our company is growing rapidly and is hiring for a master planner. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for master planner

* Manage inventories (incl
* Guarantee transparency and timely communication of information for a Product for upper management and key stakeholders
* Participate to the executive S&OP (strategic scenario planning, demand & supply validation)
* Prepare and leads Brand Sales and Operations Plan process, out-of-stock management meetings and other coordination activities to maintain coherence and ensure alignment of actions to meet supply chain targets
* Prepare Budget planning and Long Range plan
* Lead the country calls for the Global Supply Chain and prepare a communication on any crisis management related to their product family
* Participate and represent Supply Chain in the monthly and quarterly review meeting with CMOs
* Lead the demand forecast review, challenges and manages sales forecast in order to establish every month (generally) and weekly a reliable and feasible production plan for all plants (Chemical, Pharma and Packaging plants CMOs), meeting service level, capacity utilization and inventory target level
* Follow up real production vs plan and takes necessary actions (root cause analysis, production plan revision, coordination meeting,…) in order to meet service level, capacity utilization, and inventory target level
* In collaboration with the global supply leader, periodically review the ABC classification and Safety stocks in order to optimize service level, capacity utilization, inventory target levels.

## Qualifications for master planner

* If appropriate, defines Supply Chain agreement process with external manufacturers organizations
* Evaluates sub-contractors yearly performance
* Lead the global CMOs for planning execution (procurement, Master data & CMO OTIF)
* Guarantee proper use of the system and makes sure accurate data are maintained at any time
* Engage in any improvements and changes management projects, challenges current ways of working in order to increase value for Patient
* Take necessary actions/initiatives such as reviewing or defining new procedures or work modes, refining or extending the use of tools (IT programs, …) in order to increase planning team’s efficiency and improve results