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# Example of Operations Planning Manager Job Description

Our growing company is hiring for an operations planning manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for operations planning manager

* Builds and manages tools and processes that support key objectives such as demand, capacity, and supply planning, inventory modeling, service and revenue forecasting, plan optimization, and gap analysis
* Facilitate sharing of best practices
* Administrates procurement of products & services for RBD team, including Pcard management & reconciliation
* Coordinates retail meeting and roadshow needs across functional teams (creative, franchise, category) and manages roadshow logistics
* Support field leadership in identifying and implementing best practices, addressing performance challenges
* Lead New Product Status meetings to identify product delivery or development issues
* Analyze and highlight product strength
* Working with Sales and Commercial Operations Leadership on incorporating actions, programs, or promotions into revenue forecast
* Supporting the realization of booked sales orders up until invoicing
* Utilizing a collaborative and consensus approach by working with Sales, Marketing and Finance to obtain current and accurate information used for monthly, quarterly, and yearly demand forecasts

## Qualifications for operations planning manager

* Demonstrable proficiency in statistics, forecasting and forecasting methods with an understanding of their operational and financial impacts
* Drive gathering, consolidation and review of project and programme plans, headcount updates, bau peaks and troughs, intake process customer driven requests and other demand drivers to feed into statistical models
* Project management skills to lead large initiatives
* 5+ years’ experience in Supply Chain Management demonstrating functional expertise and leadership skills
* 5+ year’s significant planning experience
* 5+ years of master scheduling, capacity and finite systems expertise