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# Example of Planner Coordinator Job Description

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

## Responsibilities for planner coordinator

* Calculating Penetration Points, First Take Point (FTP), and Last Take Point (LTP) interpolations from directional data to aid completion group in finalizing frac procedures
* Develop repair scopes, estimates and quotations
* Liaise with customers, internal workshop and sub-contractors in regards to jobs arriving for repair, ongoing repairs and repairs scoping and progress reports
* Advise on repair methods in consultation with workshop personnel, engineers and vendors
* Creation of Manufacturer’s Data Reports (MDRs) at the completion of each Repair job
* Obtain pricing and lead times for parts and sub contract works for all jobs
* Monitor and expedite all repair jobs within the set time frames
* Financial management of jobs (planned costs versus actual)
* Prepare daily work schedules for the Supervisor, and up to 15 Maintenance Technicians
* Collect forecasts, create shipping history reports and translate them to inventory requirements

## Qualifications for planner coordinator

* Experience with contracts and contract administration
* Experience with electronic purchase orders
* Graduate of accredited RN/LPN program required
* Ability to work and stay focused under pressure
* Excellent verbal and written communication/language skills both in German and English (minimum C1plus - CEFR1 or equivalent)
* Initial professional experience in a German-speaking customer service environment