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# Example of Planner Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of planner coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for planner coordinator

* Work with internal and external customers, vendors, manufacturing and logistics partners on logistics related topics/issues/orders
* Work closely with other departments, including Sales and Order Management
* Monitor stock and maintain proper inventory levels to cover sales orders with reasonable turnaround figures
* Creates purchase orders and places orders to vendors
* Document the related procedures
* Create reports daily and ad hoc reports
* Facilitate adjustments to ATP as required to reflect actual plant performance and realized production rates
* Generate all outage and turnaround routine work orders, ensure their accuracy for the specific outage, and scoping outages with production, maintenance, mechanical integrity, and reliability
* Identify overall backlog improvement opportunities by analyzing the flow of work orders and meeting with key stakeholders
* Maintenance scheduling backup

## Qualifications for planner coordinator

* A minimum of 5 years’ experience in utility operations or maintenance in a manufacturing environment, including experience with water plants, power boilers, evaporators, recovery boilers, and/or turbine generators
* Experience managing operations & maintenance financial plans
* Experience with industrial turnaround/construction work package development to accomplish documentation requirements
* Ability to read and interpret engineering drawings and utilize them to develop scope of work and schedule
* 5+ years or more of related industrial plant experience
* Strong knowledge of KSPS Practices and Procedures for the Installation of Mass Transfer Equipment