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# Example of Planning Advisor Job Description

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

## Responsibilities for planning advisor

* Management of outside contractors
* Support enhancement of procurement protocol via vendor partnerships & MSAs with KPIs/SLAs for all service vendors
* Engage industry expert consultants to better develop and/or refine protocols, SOWs, & PMs as needed to create a better balanced cost, quality, and reliability model
* Develop architectural concepts from user requirements
* Develop architectural alternatives and identify pros and cons including order of magnitude cost options
* Develop preliminary architectural scope of work documents
* Review construction documents for compliance with scope of work, client requirements, design guidelines, and architectural best practices
* Coordinate efforts with other staff, disciplines, and consultants
* Coordinate designs with remote offices/staff
* Field investigation and recommended resolution of architectural and applicable code problems

## Qualifications for planning advisor

* Advisor to team members and functional area points of contacts providing input in support of SVP, EC, CEO, or BoD requirements
* Supports project teams in development and implementation of employee CoSA events and business conferences
* Ability to lead and participate on cross-functional teams like Sales, Marketing, Revenue, to support key company initiatives
* Bachelor’s degree in finance or relevant business degree
* Minimum of two years’ experience in a comparable role within a company of equivalent size/complexity
* 5-7+ years working as an advisor with experience in conducting extensive financial plans and a proven track record of success