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# Example of Planning & Analysis Job Description

Our innovative and growing company is hiring for a planning & analysis. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for planning & analysis

* Concentrate shipment planning (inventory based, DSI based, or manual)
* Volume driven rebates, freight, sales tax
* DME
* Working capital( Balance sheet)
* Performs RE/BP financial statement line items and adjusts according to Region/BU guidance
* Uploads UC and CSE forecast in BPC
* Deduction planning in BPC
* DME planning in BPC (including FDW extractions)
* OPEX planning in BPC (including coordination of OPEX input files in BP period)
* B/S forecasting in BPC

## Qualifications for planning & analysis

* Expert knowledge of process improvement and/or operational excellence
* Knowledge of business process review, improvement and organizational design processes preferred
* Knowledge of BPI or CI methodology such as Six Sigma, LEAN, ITIL, Change Management preferred
* UC P&L planning in BPC
* Coordinates input and output templates with Regions and BUs
* Prepares RE/BP interim output reports for Regions and BUs during planning period