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# Example of Planning Analyst Job Description

Our growing company is looking to fill the role of planning analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for planning analyst

* Scheduling Meetings & 1-1 for agents
* Maintaining Team Structures
* Updating agent schedules after a change of hours request has been authorised
* Maintaining employee information such as lucent codes
* Moving agent department assignments as a result of redeployment
* Lead the DTC reporting and analysis for all channels of the business
* Support the Merchandise manager with inseason analysis to aid strategic decisions on floor layouts and product mixes
* Analyse key KPI’s to aid future planning Sell through, ASP’s, Range architecture, ROS and product mix
* Work closely with Merchandising and VM to ensure an accurate option assortment plan is produced in accordance with the appropriate timelines and within the direction of the global and regional teams
* Support the Merchandise Manager in the future budget planning of all the DTC channels bringing together and analysing information from Store Development and the B&M team

## Qualifications for planning analyst

* Solid understanding of Excel, PowerPoint (P/E)
* Developed working excel skills an absolute must, previous experience of Pivots and lookups
* Ability to utilize and analyze data and follow a process
* Four year degree with a concentration in Business, Industrial Engineering, Operations Planning or Logistics, or demonstrated equivalent experience as determined by department management
* Ability to work and solve problems in a production oriented environment
* Ability to follow direction, policies, procedures and standard processes