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# Example of Planning & Control Job Description

Our company is growing rapidly and is looking to fill the role of planning & control. 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 & control

* Works with Supervisor to develop improvements in procedures and control
* Maintains close liaison with Purchasing, Suppliers, Manufacturing, Shipping and Customer Service
* Works with Accounting and Manufacturing on matters relating to material requisitions, production reporting, and inventory accuracy
* Responsible for analyzing all assigned inventories and establishing inventory planning factors as appropriate
* Release of purchase orders to suppliers and follow up expected
* Finished goods, semi-finished goods, work-in-process, and raw material inventory are included in this responsibility
* Responsible for managing the cycle count process in assigned areas and for initiating corrective action to prevent future errors
* Responsible for leading & managing physical inventory in assigned area
* Works closely with Manufacturing, Engineering, Purchasing, and Customer Service to resolve and avoid problems in connection with schedules, production, material deliveries and the like
* Evaluate the best production scenario for the next 18 months based on program dates, rate changes, plan availabilities of material/ machine, load analysis

## Qualifications for planning & control

* The ability to work collaboratively with cross functional teams
* Significant experience in planning, particularly development management, working within a busy team environment delivering a range of planning application and appeal casework
* Highly skilled Production Control leader with extensive strategic and tactical experience, results-oriented, high energy, high urgency, and embraces effective change
* Working knowledge and understanding of MRP/ERP systems, WIP and Planning
* Ability to interact and understand IT issues related to business processes and systems changes
* Requires the ability to direct and manage through multiple teams