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# Example of Planning & Control Job Description

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

## Responsibilities for planning & control

* Problem solving ability – able to identify problems / issues, resolve them & effectively communicate issue & outcome’s
* Excellent communication skills - willingness to work with people at all levels including senior executive team (ability to confidently present to key stakeholders)
* Results driven – highly self-motivated with an ability to deliver to deadlines
* Animate company financial performance cycle through monthly forecasting process and monitor risks and opportunities
* Manage Rolling Forecast process (Quarterly & Monthly rolling forecasts for 18/24 months) and contribute & push others to deliver commitments supported with detailed financial analysis
* Manage the requests from and relations with the Group/Zone on financial planning & forecasting and actual reporting
* Supporting effective management of projects to deliver on time, on cost and according to customer quality expectations
* Assist the Program Manager and Program Director in preparing cost/benefit analyses and business case diligence
* Demonstrate a firm dedication to the Project Manager & Program Director's goals and objectives relative to the project
* Assist the Program Management office in the development of project plans that effectively align scope, time, cost, quality, resources, risk, communication and procurement in a manner that enables highly coordinated execution and control

## Qualifications for planning & control

* Bachelor’s degree in and/or a minimum of four years experience
* Knowledge of Garlock products, materials and production processes beneficial
* Must have strong computer skills in MSOffice Suite
* Manage MRP projects direct and indirect budgets
* Build and maintain strong working relationships within the customer's business to ensure all targets are met
* Develop effective plans for business improvement activities and development of customer account