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# Example of Planning Manager Job Description

Our growing company is looking to fill the role of planning manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for planning manager

* Monitor the schedule throughout the entire process from receipt of order to delivery date
* Attend regularly scheduled planning calls with customers, PMs, colleagues and vendors
* Provide customers and PMs with professional and complete meeting documentation in advance of event for execution on-site including
* Maintain consistent communication with property contacts during the execution of events (whether on-site or not) to ensure all deliverables and timelines are met
* Participate as needed in operational site and planning visits
* Proactively add value through consultation to the client regarding best practices and additional ways to make their event successful
* Understand and effectively communicate client meeting policies
* Understand client brand guidelines and ensure all communications are in compliance
* Execute programs on-site, manage on-site staff, manage and collaborate with vendors
* Work with Project Accountants to reconcile final invoices and submit requests for payment within payment guidelines

## Qualifications for planning manager

* Aptitude for problem solving and ability to work under pressure
* Proficient in computer literacy, Outlook & MS Office
* Conduct post-event debrief calls to discuss outcome, positive feedback and challenges
* Prepares the daily Master Production Schedule which acts as a guideline for the production team for carrying out the manufacturing activities
* Ensures the achievement of actual production output against the Master Production Schedule
* Partner with Director on all aspects of communication plan development and recommendations