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# Example of Planning Operations Manager Job Description

Our company is growing rapidly and is looking for a planning operations 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 operations manager

* Develop analytical models to assess the potential performance of various incentive plan design options
* Coordinate and manage all steps involved in the incentive plan review and approval process including, Sales Management brainstorming sessions, Commercial Leadership Team reviews, HR and Legal reviews and preparation for and presentation during Compensation Committee meetings
* Lead the sales quota development process for select brands
* Lead various Sales Force sizing and alignment projects in support of new product launches and expanded business opportunities as assigned by the Director of Field Strategy and Planning
* Participate in the development, review, and approval of the criteria for the President’s Award and Global Excellence Award
* Develop the Targeting and Call Plans including sales response analytics, targeting scheme development, call plan analytics and Field communication vehicles
* Provide quality assurance to the bonus reconciliation process by thoroughly checking all quarterly incentive payout calculations for the four brand teams and Managed Markets
* Provide quality assurance to the President’s Award and Global Elite Award reconciliation process by thoroughly checking all quarterly rankings and final winner selection
* Spearhead the sales goal setting process in conjunction with Finance and the Business Leaders, reviewing sales forecasts and arriving at the appropriate demand figures for the Field
* Work in conjunction with Director of Field Strategy and Planning, Senior Sales Leaders, and Commercial Leadership on Career Recognition (i.e., Circle of Excellence Programs) programs to align business processes with incentive plan objectives

## Qualifications for planning operations manager

* Working knowledge of SAP, APO/SNP and BW is a plus
* Judgment – Scopes problems by identifying key issues, inputs, stakeholders, and outcomes
* Strong consulting or strategic marketing background in retail, fashion or related industry
* Willingness and ability to dive into detailed projects and analysis strong strategic thinking skills
* Ability to build relationships across global team and work to bring further definition to projects and processes
* Strong presentation development and powerpoint skills with the ability to synthesize information into compelling executive/ board documents