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# Example of Planning Job Description

Our company is searching for experienced candidates for the position of planning. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for planning

* Support operational managers by developing pro-active resourcing plans to ensure the delivery of contractual service levels
* Produce weekly Intra-Day schedules for business units, highlighting areas of concerns and devising corrective action plans at weekly Planning meetings with he Operations Managers
* Make decisions on change of hour requests considering business requirements and impact on unit attrition
* Identify behavioural operational issues/trends that impact on profitability ( ie
* Leverage eWFM (Workforce Management System) to ensure planning of shrinkage (meetings, one to ones) on an intra-month, intra-week and intra-day basis delivers optimum profitability
* Provide a strategic overview of inter-dependencies between all programmes, projects
* Periodically review, assess, and prioritise the portfolio in line with governance processes and organisational priorities
* Create supply plans that ensure availability of materials or products
* Monitor forecasts to identify changes or to determine their effect on supply chain activities
* Define performance metrics for measurement, comparison, or evaluation of supply chain factors

## Qualifications for planning

* Demonstrate sharp strategic thinking and effective problem solving skills
* Ability to work within and effectively manage a team, decisively organizing multiple assignments for both self and team direct reports
* Extremely business-minded and detail-oriented, with clear and proven organizational skills
* Appropriately and openly participate in team, agency, and industry initiatives
* 4-Year degree in Business or comparable work experience
* APICS or similar certification or training