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# Example of Planning Job Description

Our innovative and growing company is looking to fill the role of planning. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for planning

* Create and implement standardized materials management processes
* Develop procedures for coordination of supply chain management with other functional areas, such as sales, marketing, finance, production, or quality
* Design or implement supply plans that support business strategies adapted to changing market conditions, new business opportunities, or cost reduction strategies
* Attend meetings to discuss the methodology and programme strategy and describe potential target that can be achieved, any ideas for improvement on time and cost
* Service product owner (PO), responsible for product development and work with Dev/Design/Biz teams
* Develop service requirements with well understanding of local customer needs
* Coordination with cross-functional teams from Korea and Japan
* Partnership development and content sourcing for special projects
* Support merchandising team with weekly, monthly, quarterly reporting
* Compile and analyze data requiring considerable knowledge of and interpretation/application of departmental procedures

## Qualifications for planning

* 2 to 4 years experience in logistics and/or forecasting
* Bachelor degree in Engineering, Supply Chain, Business or related field
* At least 1 year of experience performing analysis and planning parameters calculations with an emphasis in Finish Goods Inventory Planning and/or Forecasting
* Understanding of inventory principles like reorder point, safety stock, lead time, forecast and inventory turns
* Strong metrics orientation and understanding of key customer service measures
* Ability to find creative solutions to problems and means of improvement