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# Example of Senior Manager Planning Job Description

Our innovative and growing company is looking to fill the role of senior manager planning. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior manager planning

* Be responsible for the successful outcome and continuous Improvement of Customer Service metrics such as stock-out, COC (Customer Order Coverage)
* Drive continuous improvement of planning processes at a local level aligned with Global processes
* Planning and execution for quarterly leadership summits
* End to end planning, forecasting and scheduling
* Analyse client specific information, such as long term forecasts and call routing strategies between clients own and Ventura call centres to improve the efficiency of their business through better utilisation of their resources
* Manage, motivate and develop a team of up to 6 direct reports
* Leverage eWFM (Workforce Management System) to ensure planning of shrinkage on an intra-month, intra-week and intra-day basis delivers optimum profitability
* Optimize in-season performance analyses to revise forecasts identify areas of risk and opportunity, and create plans to mitigate or accelerate these
* Advise development of planning and forecasting tools in-season reporting and business review processes
* Develop open-to-buy strategies to inform inventory management, accompanying processes to manage product lifecycles and pricing to drive improved sales, profits and turns

## Qualifications for senior manager planning

* Prefer that 2+ years of experience be within an Agency environment
* Client management and engagement experience is preferred
* Proven success in managing high profile projects or multiple projects preferred
* Ability to inspire their team through career and personal development
* Self-motivated and able to adapt quickly to changing priorities and tight deadlines in order to manage creative capacity
* Possess exceptional communications skills