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# Example of Services Planner Job Description

Our company is looking to fill the role of services planner. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for services planner

* Tactical Preparation and Planning together with Customer Support, Value Stream Manager and Program Manager
* Prepares and executes the daily and weekly production plan
* Leads daily Value Stream Meeting with relevant members in Operations, Supply Chain and Engineering to review performance and changes to the production plan
* Revises, adjusts and coordinates daily the production plan with the complete Value Stream throughout the day, updating related documentation as appropriate to insure schedule viability and integrity
* Coordinate with Testing, Shared Resources and other Value Streams to optimize the flow
* Long term capacity planning, 1 to 10 years
* Serve as primary point of contact for exhibitor clients as it relates to maximizing event participation
* Cultivate and expand existing business relationships through frequent communications and regular client interactions to understand client organization’s objectives
* Understand each client’s sponsorship package and act as trusted advisor during the course of an event cycle to assure best use of each purchased product offering
* Manage the delivery of all elements of the sponsorship packages for all clients at events including some Marketing and promotional opportunities

## Qualifications for services planner

* ERP and/or MRP systems additional planning software
* 2+ years of applicable experience (Production Scheduling, Supply Chain management, Material Planning and )
* Minimum of 7 - 10 years of relevant technical experience as Facility Manager, Project Engineer, Planner/Scheduler or Maintenance Supervisor
* Minimum 7 years of experience in maintenance/operations of facilities or utilities with applicable skilled trade requirements
* Minimum 5 years of experience implementing maintenance repair activities in a process and building services environment, preferably in the pharmaceutical industry
* Broad based knowledge from Operations or Logistics