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# Example of Services Planner Job Description

Our innovative and growing company is looking to fill the role of services planner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for services planner

* Communicate part availability issues to Purchasing and Customer Management to ensure effective issue management
* Support Service Center scheduling conflicts to prevent late shipments
* Assess part availability to ensure correct quantities are available within the Service Center
* Use Autocad to create site specific drawings to install 500 gallon and up bulk storage tanks at customer sites
* Schedule trucking and cranes for the installation process
* Ensure equipment delivery timing for the installation process
* Equipment order using JDE
* Initial Impressions review for new installations coming up in the schedule
* Position could require up to 25% domestic travel
* Position must work in the Willis Texas location

## Qualifications for services planner

* 3+ years of experience as a technical lead/expert to resolve plant equipment issues
* Scaffold and sheet metal welding planning experience is strongly preferred
* Strong analytical skills, with proven ability to assess work requirements, gather and validate information to determine physical and labor requirements, establish and modify work priorities
* Strong organizational skills, with proven ability to plan and schedule both planned and emergent work
* Skilled in use of computer and scheduling software
* 3 - 5 years’ experience in the events/exhibition industry ideal