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# Example of Space Planner Job Description

Our growing company is looking for a space planner. 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 space planner

* Other duties as assigned by the Director of Space Management
* Solid communication skills and interface within a peer group
* Communicate effectively with sales on timelines and needs for project completion
* Provide optimum schematics based on item rank, availability, and active status pack out
* Coordinate projects with various in-house groups with external contractors and vendors, as needed
* Serves as the primary client contact for daily relocation requests and simple projects
* Teams with Facilities Coordinators to manage relocation of personnel and laboratory equipment
* Manages the IWMS TriRiga Space Planning module to ensure integrity of data
* Collects and interprets TriRiga IWMS and various HR or Finance report data for space analysis and work flow improvement
* Responsible for facilitating meetings and interfacing regularly with business representatives

## Qualifications for space planner

* Project oversight experience up to $500K
* Two or more years General Events experience
* Facility management systems experience preferred
* Coordinate day-to-day move requests and capture adjacencies (ie
* BSc/ MSc Degree or equivalent in a relevant design discipline such as Architecture
* 5 years post graduate experience in briefing and space / facility/ estate planning