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# Example of Specialist, Planning Job Description

Our growing company is searching for experienced candidates for the position of specialist, planning. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for specialist, planning

* Creation of shift bids (locations include multiple Reservations offices, Customer Care, Cargo, and Passenger Record Support)
* Coordinates all holiday bids and the annual vacation bids
* Prepare, update and maintain the relevant Commissioning schedules through contact with Company & Contractors Commissioning Teams
* Participate as required in the integration of Commissioning schedule into the Overall Project schedule
* Define and maintain the Work Breakdown Structure working closely with the Commissioning Site Leaders
* Prepare planning information for progress reports to highlight planned v actual progress, forecasted completion dates and any areas of concern
* Assist the Commissioning Manager in preparing a detailed monthly review on Commissioning Execution & Progress
* Coordination and planning of crude imports and products transports
* Planning of feed units (quality/quantity), special campaigns, blends and optimal operation taking into account the intrinsic limitations linked with safety, environmental and quality guidelines
* Prepare and Optimize recipes of blending (minimize give-away, etc)

## Qualifications for specialist, planning

* 6Developing tools and processes to operationalize the selling process (beyond campaigns) including reporting, metrics
* To maintain the relation with local offices, corporate media teams and media agency on a daily basis
* Minimum of fifteen (15) years broad Oil & Gas project controls/Planning experience in all project phases
* Minimum of five (5) years in Primavera Administration
* Some experience in Internet of Things (IoT) architecture is preferred
* Ability to drive to solve problems, provide exceptional customer support and help others