



Example of Analyst, Planning Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of analyst, 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 analyst, planning

- Maintain blocks mailbox updates sent by DC or internally
- Confirm that changes have been made
- Ensure proper filing and record keeping in the blocks mailbox
- Help maintain the planning mailbox
- Keep good communication with Demand Plan Manager as tasks will be completed by both in this mailbox
- Review items for corporate backorder situations and set stocking levels based on Discoverer reports, identify items and set hard coded safety stock levels
- Communicate these items and levels to Brand Directors and Directors of Business Development, monitor items for removal and or updates
- Review other planning system update processes – Safety stock % overrides, Lead time check
- Testing on improvements of above processes as assigned by Planning Systems Manager
- Other business data analysis as assigned

Qualifications for analyst, planning

- Must have ability to work effectively in a fast-paced environment and handle multiple tasks simultaneously
- Must have the ability to pay close attention to and understand written and

- Must have the ability to work well under time constraints and meet difficult deadlines
- Demonstrated understanding of basic retail math
- Strong analytical skills, organizational skills, technical competence the ability to handle information with discretion and confidentiality
- Work requires three years related experience