



## Example of Assistant Planner Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is hiring for an assistant 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 assistant planner

- Assist with education and training of Horizon personnel, especially new employees
- Foresee and proactively address misalignments between expectations and actual programmatic campaign results
- Support QA processes for new launches
- Contribute to the improvement of HX team processes and culture
- Accountable for supporting the Manager and Division with financial analysis and strategic input to other key business objectives
- Accountable for elements of standardised and ad hoc reporting & analysis required to drive Product Division strategy day-to-day decision-making
- Responsible for assisting the Planner with Raw Material Forecasting, informing Pre-Buy decisions based on Sourcing critical path, and where necessary strategically planning future capacities
- Responsible for some FG unit forecasts to assist the Planner in ensuring timely delivery
- Accountable for analysis, parameters (product, mix, options, etc), that enables the Planner to make recommendations related to the development of seasonal range plan and Brand Buy
- Responsible for assisting the Planner with seasonal FG placement (inventory investment) decisions and related meetings

### Qualifications for assistant planner

- Proven ability to learn subject matter, especially media-buying software and data analysis
- Advanced user of office software, including Excel and Powerpoint
- Potential to effectively consult on campaign-effectiveness measurement
- Strong interest in digital communications in general and emerging media in particular
- Marketing / Advertising related internships or work experience
- Minimum 2 years of experience in a quantitative and analytical role at a top-tier organization