



## Example of Assistant Planner Job Description

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Our innovative and growing company is searching for experienced candidates for the position of assistant 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 assistant planner

- Prioritizes key pieces as required for reservations, events and editorial, and confirms availability of featured product
- Publishes product to the websites, carrying out thorough checks before and after publishing
- This role works closely with their counterparts in other regions, sharing knowledge and mirroring processes where appropriate
- Works closely with Buying and Merchandising to effectively manage product both before and after it enters the business, finding efficiencies, cost and time savings, consistent and timely workflow
- Liaises regularly with Operational teams to ensure an ideal flow of deliveries and uploads, to follow-up on upload checks
- Manages problematic products in a timely manner, ensuring that lead time from delivery to upload date is as short as possible
- Tracks and analyzes upload metrics to spot inefficiencies and/or opportunities in the upload workflow
- Puts plans in place to avoid repetition of any issues
- Attends regular sales, trade, operations and studio meetings to provide and receive updates on deliveries, uploads and special projects
- Maintains acute awareness of the Buy and important products and categories

### Qualifications for assistant planner

- Must have a analytical aptitude and be a strategic thinker
- Must obtain strong presentation skills
- You will be qualified to degree level (or equivalent) in Town Planning and a full member of the RTPI
- You will ideally have a minimum of 2 years' experience within the planning sector in the UK, ideally within the private sector