



Example of Assistant Planner Job Description

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Our company is looking for an assistant planner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for assistant planner

- Flexible work hours – setting uploads live for local market times as needed, Sundays and bank holiday availability
- Works closely with the Retail Coordinators to effectively manage product both before and after it enters the business, finding efficiencies, cost and time savings, consistent and timely workflow
- Carries out thorough checks before and after product is published
- Manages problematic products in a timely manner, ensuring that lead time from delivery to upload date is as short as possible, and puts plans in place to avoid repetition of issues
- Monthly visits to distribution centers to build and maintain relationships with key operational contacts
- Allocate products to stores based on assortment strategies
- Manage door level inventories and replenishment based on sales performance
- Produce detailed reporting and analysis for the Planners and Planning Director your business unit
- Coordinate with architectural and structural consultants to ensure timely and compliant model submittals and model home permits
- Assist Forward Planners with responding to staff reports and all conditions of approval and coordinate a timely re-submittal

Qualifications for assistant planner

- 3 or more years of experience reading engineering drawings, interpreting

- Detail orientated with superior problem solving and organizational skills
- Excellent analytical and interpersonal communications skills, both verbal and written
- Insurance Services experience or Financial Services experience preferred
- Life and Health insurance preferred, not required
- 1-3 years of retail or mail order experience preferred