



# Example of Associate Planner Job Description

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

Our company is searching for experienced candidates for the position of associate 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 associate planner

- Plans and issues schedules and material requirements for the RMA department
- Coordinates with Engineering, Production Control, Purchasing, and similar departments to achieve optimum utilization of facilities to meet schedule requirements
- Provides Input to management regarding problems due to material shortages
- Responsible for management of material requirements for the RMA line, including LRU spares and repair parts
- Review and process material in CDMA on a daily basis participates in material review board to disposition and process discrepant material in a timely manner
- Participates in continuous improvement projects, as needed
- Performs weekly/monthly tasks for RMA activity, including generation of blanket or special work orders
- Place all purchased parts within Oracle area of responsibility for Zone Owned and Direct Ship suppliers
- Manage and process new product introductions by working with Residential DSO sales groups and the supplier to complete proper model set up
- Works with finance to ensure standard pricing is set, maintain updated price changes

## Qualifications for associate planner

- Self-starter and highly motivated, strong communication and problem solving skills
- Must have 2 years of related experience or demonstrated knowledge, skills and abilities
- Ensure the success of departments by meeting or exceeding plans for sales volume, inventory turnover and gross margin
- Completion of Advanced Diploma of Financial Services or equivalent
- The Omni-Channel Merchandise Planner needs strong people skills
- Able to develop and maintain strong relationships with senior business partners and members of cross functional team