



Example of Corporate Planning Job Description

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Our company is growing rapidly and is hiring for a corporate 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 corporate planning

- Seek opportunities to automate & improve financial reporting, forecasting, and month-end close processes
- Create new reports to track new incentives evolve reporting to a more centralized and interactive tool
- Prepare Management Discussion and Analysis section of SEC filings
- Prepare information for Audit & Finance Committee of the Board of Directors
- Ensure accuracy of earning release and earnings call scripts
- Support Investor Relations and Public Relations teams
- Manage monthly management reporting for Executive Committee and majority shareholder
- Act as a liaison with IT to ensure optional set up of consolidation systems for management reporting
- Contribute to the analysis for the Board of Director meetings
- Lead an efficient, thorough and insightful planning process

Qualifications for corporate planning

- Develop an understanding of Item Life Cycle in electronic retailing
- Learn how to write a show to attain sales and margin plans
- Used English for business
- Strong business partnership, collaboration and influence skills
- Highly motivated proactive individual and team player with ability to lead and

