



Example of Corporate Planning Job Description

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Our innovative and growing company is searching for experienced candidates for the position of corporate planning. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for corporate planning

- Partner with key senior stakeholders to define strategic plans, actions and capability gap assessments
- Help coordinate Corporate Strategic Discussions on key initiatives/topics
- Coordinate timelines and reporting requirements for the planning and quarterly projection process
- Partner with and provide superior customer service to divisional controllers and finance managers to ensure smooth execution of plan and projection cycles
- Analyze Corporate and Divisional plans/projections to identify material trends
- Prepare consolidated financial statements and presentation materials for Management
- Develop Corporate Profit and Loss and Balance Sheet for plan, projection and long range plan
- Coordinate plan and projection data for company owned distributor(s)
- Assist corporate cost center managers with budgeting, projections and in obtaining approval for capital
- Assist and train corporate personnel in preparing ROI's and lease vs

Qualifications for corporate planning

- 3+ Years in an administrative/coordinator role, financial and systems experience preferred
- Knowledge or experience with Real Estate and/or Construction industry

- Must have excellent command of writing, reading and speaking English and Japanese
- Master of Business Administration from an accredited institution
- Candidates must be legally authorized to work in US without company sponsorship now or in the future
- Master of Business Administration from a top tier business school preferred