



# Example of Inventory Planner Job Description

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Our innovative and growing company is hiring for an inventory planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for inventory planner

- Manage overseas and domestic suppliers' production, ship and arrival schedules
- Monitor inventory levels, quality and age
- Minimize inventory carrying costs
- Reconcile and report on inventory levels
- Driving open-to-buy activities
- Forecasting in-season sales and inventory requirements
- Main contact and coordinator for all continuous optimisation activities with the company's
- Analyzes inventory requirements for the offsite Distribution Centers using the Auto Transfer Program
- Process Direct Import Orders thru preparation of shipping documents for submission to nominated forwarders
- Coordinates with Logistics and Warehouses with regards in transfer ticket tracking, full truck loading, truck availability and ship dates

## Qualifications for inventory planner

- 3-5 years inventory control, forecasting and planning experience
- CIPM certification and experience with import traffic coordination a plus
- Bachelor degree in business administration, statistics, mathematics, engineering or related fields
- Extreme accuracy & precision

