



Example of Junior Planner Job Description

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Our innovative and growing company is looking for a junior planner. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for junior planner

- You will have Knowledge of Retail Supply Chain Management
- You will have High attention to detail and accuracy
- You will have Excellent self management skills
- Complete by door sales analysis, comparing sales and stock by door and by volume grade and market cluster by account
- Update open to buys by account, actualizing sales/markdowns and receipts by week and projecting future sales and stock levels based on trend
- Communicate with retail planning partners
- Create, update and regularly distribute monthly promo / continuity plans that include communication targets based on the guideline provided by the manager and production information for each campaign
- Create makelists for promos and all pres events using our scheduling system
- Place all promos in the TX schedules and monitor campaign delivery
- Brief BSO on the channel's on air strategy and scheduling of all pres elements

Qualifications for junior planner

- Bachelor's Degree, with related coursework in advertising, marketing, and/or communications
- Be curious and have a passion for digital media and mobile specifically
- Candidate should have experience in planning and operating events from 50 -200 attendees

- Work with the on-air team to make sure promotional elements are correct, editorially sound and delivered on time
- Be a point of contact and work with the BSO area to ensure the schedules are editorially sound prior to TX and manage any issues that arise in the transmission of the schedules promos being incorrectly tagged, DVE squeezes not running correctly