



Example of Junior Planner Job Description

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Our innovative and growing company is searching for experienced candidates for the position of junior 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 junior planner

- Run and analyze daily, weekly, monthly reports (ie Sales, Markdown, Inventory)
- Work across all brands and new business
- Build a comprehensive understanding and successful application of secondary research tools
- Responsible for travel arrangements for Implementation team members
- Collect, analyse and share information related to the stocks and product availabilities(out-of-stocks/low stocks/overstocks)
- Preparation of municipal planning documents such as official plans, zoning by-laws, secondary plans
- Monitor & improve customer volume forecast accuracy
- Formalise actions and support needed to solve issues and drive improved KPI performance
- You are the main driver for the accurate generation of a consolidated rolling 24 months demand forecast whereby information from Marketing and Sales is key
- Expedite customer orders, raw materials (Shortages), answer expedites from customer service

Qualifications for junior planner

- At least 2 years of experience in a IT environment (consulting company or IT function)

- Strong numerical and analytical skills, ideally gained in a retail merchandising environment
- Excellent communication skills (both verbal and written) including timely response to queries, comfortable working closely with a global team in separate offices and time zones
- Ability to identify problems, demonstrate use of initiative and implement appropriate solutions to improve website and streamline internal workflow
- Ability to think independently and effectively prioritize outstanding tasks