



Example of Junior Planner Job Description

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Our growing company is hiring for a junior planner. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for junior planner

- Follow up on shipping promises to the customer, follow up consignment reports and special customers needs
- Supporting all organizational and reporting aspects associated with commercial activities at the purchasing department
- Input of orders and supplier details into system
- Supporting all activities aimed at incoming goods planning together with warehouse and administration
- Management of relations with suppliers for the exchange of information on procurement
- Supporting planning activities of buyers
- Prepare quantities for all repeats, ensuring they are aligned to forecasted sales, Open to Buy (OTB), margin and airfreight targets
- Raise all orders/inquiries with the suppliers, identifying opportunities to negotiate on cost to maximize profit margin
- Identify allocations of stock from the Distribution Centre (DC) through a detailed analysis of stock and sales data
- Responsible for managing intake, ensuring that all orders are delivered on time and applying charges where applicable

Qualifications for junior planner

- On-site inventory and storage management
- Candidate should have experience in assisting the planning and operating of events from 50 - 200 attendees

- Some quantitative research experience and/or openness to learning (not afraid of numbers and rigor)
- Some qualitative research experience (focus groups, in-depth interviews, ethnographic research – any type of interviewing skills)
- Innate curiosity and aptitude to learn about marketing, brands, advertising, communications, culture, people, a burning desire to dig into what makes them tick