



Example of Operations Planner Job Description

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Our growing company is searching for experienced candidates for the position of operations 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 operations planner

- All reporting for the Operations team
- Tracking all expedited component and FG requests
- Working closely with transportation team and external vendors
- Assisting in on-boarding new associates
- Component and Finished Good management
- Leading the weekly filler production calls
- Assisting with Portal transactions (ESS, Fillers & Suppliers) / troubleshooting issues (blocked invoices)
- Reviewing the Vendor scorecard weekly & working with fillers/suppliers to obtain & sustain GREEN status
- Reviewing and communicating feasibility & timing for upside buy requests
- Reviewing and communicating feasibility of pull-forward requests

Qualifications for operations planner

- Expediting shipments /production
- Providing component information to Brand for use of excess inventory in SAS buys
- Managing to component inventory targets
- Placing and managing finished good (turnkey & managed)
- Timely C-project task completion (all tasks related to component ordering & FG production)

