



Example of Operations Planning Job Description

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Our company is looking for an operations planning. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for operations planning

- Support the creation and roll-out of Organizational changes and business readiness
 - Perform training and coaching activities to ensure Supply Chain Team Business Readiness
 - Support Service 2.0 planning and launch by participating in routine meetings, supporting process documentation and leading process improvement meetings on an ongoing basis
 - Establish and manage database of all business processes pertaining to Repair Service delivery and Service Operations
 - Ensure database is maintained, accessible to stakeholders and regularly updated
 - Support the introduction and management of new and existing Repair Service programs by creating and managing forecasts for critical Service business components such as repair volume and costs
 - Evaluate current Repair Service business metrics and make recommendations to improve accuracy, reduce redundancy and increase efficiency
 - Develop business metrics that measure service performance, such as equipment repair turnaround time, meantime of equipment failure, repair frequency, loaner utilization
 - Thoroughly analyze results and provide summaries to management as required, in an organized and repeatable format
 - Interface with Repair Service business stakeholders to edit and support management of all business instruction documents
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- Proficiency with Adobe Acrobat, SharePoint, and Google Drive
- College degree, preferably in business, technology, communications, or media
- 3+ years' experience with PTC Servigistics or comparable spare parts tools systems and processes such as Click Parts, Xelus, Baxter Planning, or other spare parts planning tools including understanding system architecture, features and capabilities, variables/parameter setting options
- Bachelor's degree required, preferably in Supply Chain – Materials Logistics
- Knowledge of Sales and Operations planning processes and 5+ year's experience in Supply Chain or Operations
- Strong background in Supply Chain, Logistics and/or Manufacturing