



## Example of Operations Planning Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of operations planning. 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 planning

- Engage with finance teams to fully resolve outstanding payment issues
- These include but are not limited to programs to foster innovation (e.g., WK Innovation Awards and Invent Fund) and recognition programs targeted to the broad GRC employee population (e.g., CEO Award Program) or to specific groups (e.g., Sales Performance Award Trip)
- In collaboration with the VP Planning, VP HR and VP Communications - develop, document and communicate the requirements and standards for these programs to ensure they align with GRC objectives, brand and messages
- Provide the cross-functional and cross-BU coordination and oversight to ensure flawless delivery of these programs to GRC standards
- Ensure that operational processes related to these programs (e.g., nomination processes, selection processes, ) are clearly defined and have the right supporting tools to enable efficient, timely execution
- Contribute thought leadership to evolving existing GRC programs
- Continue career Development
- Represent GMO in cross-organizational forums such as Project Review Board, VMW-wide initiatives, with the intent to understand and communicate the purpose, formulate actionable plans and driving implementation
- Accountable for Marketing performance measurement working in partnership with GMO, Marketing and Sales/Sales Operations leadership
- Partner with GMO leadership to analyze and communicate insights for

## Qualifications for operations planning

- Bachelor Degree in Industrial Engineering (materials planning experience preferred)
- Must have ability to organize and analyze multiple data sources and events into a cohesive result through the utilization of various analytical tool
- Bachelor's Degree in Engineering, Business Administration, or Supply Chain or similar discipline
- CPSM and/or APICS Certification a plus
- Occasional Travel, including overnight to support peak business operations
- Experience in executing marketing plans