



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. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for operations planning

- Lead all the supply chain, from the identification of the item, finding of the vendor, agreement and final delivery to the destination site
- Identify in cooperation with Operations Technicians, the parts required in Multibrand turbines (Gamesa, General Electric, Made, etc)
- Generate cost models, competitive bidding and spend analysis driving costs objectives
- Coordinate the creation of the purchase Order and follow up until the end of the supply chain (ensure that the items arrive to the site on time)
- Ensure warehouses are replenished to support a target weeks of supply
- Effectively manage flow of orders and ensure they are shipped accurately and on time within stated SLAs
- Act as the main point of contact for global customer service agents for all order shipping inquiries and order exceptions
- Partner with customer support when customer contact/follow-up is required
- Develop and run a daily inventory dashboard, including shipment and order reconciliations, average shipping time, and pending orders
- Manage pending orders, payment hold queue, backorders, payment exceptions, and order errors

Qualifications for operations planning

- Analyze Weekly & monthly performance consolidating structured reports & recommending course of action & drivers of growth

- Support RGM manager in volume forecast for portfolio brands & track performance during the year
- Collaborate in Monthly report presentations & business reviews consolidations
- Typically 3-5 years of work experience in business planning, strategy or marketing
- Understanding of General Business Operations is a must