



Example of Planner Job Description

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Our company is looking to fill the role of planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for planner

- Develop relationship with Account Buying and Planning teams
- Monthly and Seasonal analysis of Account consumption against Plan
- Identify department and analyze statistical trends based on past and current results
- Attend best seller, forecasting meetings to discuss trends and appropriate action plans to maximize business
- Attend designated vendor pre-line reviews
- Works with Master Planner and Logistics Planners to develop and validate an achievable plan based on available capacity, manning and expected delivery of required components and bulk
- Provide work planning function for a self-directed work team
- Intermediate to high computer skills necessary to access CMMS work order system, update equipment history, and access parts/material inventory management system
- Develop and maintain standard workflow process and provide a (1) month look-ahead
- Preventive Maintenance (PM) schedule to the team weekly

Qualifications for planner

- Achieved or working towards a qualification in Supply Chain Management (NITL, APICS, IIPMM)
- Leverages knowledge of the production and planning processes to identify

- Ability to develop short and long-range plans that meet established objectives and contribute to the overall goals and mission of the company
- Pre-season responsibilities will include providing hindsight input from previous seasons
- Develop and finalise the Engineering detailed design programme in Primavera P6
- Primavera experience/proficiency essential