



# Example of Planner Job Description

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

## Responsibilities for planner

- Provide support in market and management meetings
- Create seasonal proposal
- Negotiate plans and compromises
- Development and maintenance of the Capacity Planning Schedule (mainly assembly and hardware engineering activities) in line with customer's requirements
- Co-ordinate the summary of forecast data for Systems assembly with the FSOs and ensure that master production schedule and the forecast outlook are synchronised and fully updated
- Responsible for maintaining DC Finished Goods Inventory levels based on ERP messages
- Evaluating the impact of requests and proposals on the Supply Chain and preparation of a response to satisfy them
- Assessment of the risk, inventory, capacity and financial implications of the response
- Manage and coordinate delivery issues, shortages, schedule conflicts and contribute to arrange recovery plans
- Analyzes internal impact ( , line scheduling, procurement, logistics, shipping, ) of customer scheduling

## Qualifications for planner

- Clarity and creativity in writing
- An appreciation for the meaning of words

- Experience authoring creative briefs preferred
- Industrial & Management engineer
- High aptitude with regards to data analysis, project management, and reporting capabilities