



Example of Planning Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of planning coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for planning coordinator

- Provide social media content for Ford involvement in Toby Keith tour and PBR BFT Series
- Manage inventories of program assets and giveaway items
- Attend shoots and events as needed to assure brand stewardship and accurate product demonstration and representation
- Create POVs on new Ford Truck opportunities
- Lead responsibility for securing City Planning and Building Department permits and approvals required for the implementation of the Scarborough Subway Extension project
- Determine required City Planning and Building Department permits and approvals, including submission requirements and review and approval processes and time lines
- Provide input to the design build contract as relevant for site plan control
- Develop and implement a strategy for risk allocation between the design-build contractor and TTC for site plan control, other City Planning and Building Department permits and approvals
- Develop and administer agreements between TTC and the City for project staffing and compliance with agreed protocols
- Assess the need for building permits and site plan approval applications for construction of the Project

Qualifications for planning coordinator

- Office is located in a manufacturing facility
- 2 years of Distribution/Logistics/Supply Chain related experience
- Prefer 2+ year of experience in a Supply Chain Analyst position
- Aptitude for database tools and new software application a plus
- Ability to effectively and confidently communicate information in both verbal and written formats (Communications to clients, alliance partners/personnel, Ford Regions, dealerships)