



Example of Planning Coordinator Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of planning coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for planning coordinator

- Actively participate in the strategic planning of the Cooking Channel/Food Network schedules
- Create, draft, and release Program Changes and Monthly Releases
- Create monthly episodic calendars for assigned shows
- Act as Programming liaison for Cooking Channel/Food Network and Internal Departments – answering programming and scheduling questions as needed
- Act as Programming liaison for Food Network/Cooking Channel listings (both on network websites, via listings agencies- clear, concise communication skills)
- Point person for tracking all Ad Sales Marketing sponsorship requests for Cooking Channel/Food Network
- Monitor ratings for audience trends
- Assist Manager of Program Planning on reviewing and delivery of Cooking Channel/Food Network Inventory cut downs/edits – work closely with the Post Production team on scheduling edit time, and ensuring timely delivery of masters
- Perform other duties as needed and as directed by the Program Planning team
- Complete pre-advice in a timely manner, ensuring that containers are consolidated to maximize container fill (and potential direct containers are packed in line with specific customer requirements) and that carrier selection is in line with the agreed carrier allocation, whilst meeting prioritization requirements

-
- May be asked to work overtime at night and on weekends as necessary
 - Partner with Sales, Marketing, Operations and Finance departments to develop and approve accurate demand forecasts of all items falling in accountable segment of the business
 - Monitor outstanding/incomplete supply and push suppliers via Purchasing to hand over products to the carrier monitoring forwarder cargo receipt status
 - Ensure that 3PL's and carriers adhere to set lead times and dock dates
 - Coordinate the handling of exceptional cases which fall outside of the standard process
 - Report on open POs in transit and support prioritization for intake according to IPI, allocation coverage and distribution center capacity