



Example of Planning Executive Job Description

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Our company is growing rapidly and is looking for a planning executive. 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 executive

- Market Share and Competitive Flow share
- Coordinate the maintenance THE OUTNET Product Marketing events schedule and planning process, to support key designers, trends, marketing promotions and editorial content across multiple platforms
- Work with Planning, Buying, Marketing, Fashion & Editorial departments to help manage product exposure through the Events Schedule to maximise sales
- Assist with the setting of daily, weekly and monthly promoted product KPIs and monitor performance through the web analytics tool
- Report on the KPIs to monitor performance of the Product Marketing activity to inform future activity
- Work with the Product Merchandising Manager and Site Team to build The Outnet's product marketing strategy
- Fully support and help to drive targeted marketing activity and product selection both onsite and offsite
- Maintain records and filing of Event Schedule and Product Marketing Activities
- Supports the planners in the conversion of Purchase Requisition (PR) to Stock Transfer Order/Purchase Order (STO/PO) and issues these to vendors/affiliates
- Updates STO/PO in the system to provide accurate supply visibility to the markets

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- Work within a cross functional team that manages all aspects of the WFM planning cycle
 - Serve as an independent contributor for a component of the Record to Report function inclusive of, General Ledger, Fixed Assets, Reconciliations, Month End Close, Statutory & Financial Reporting, Management reporting, product costing data integrity and quality
 - The Financial Reporting Analyst will perform specific tasks allocated by the line manager in the area of integrity, quality and reasonableness of the management and statutory reporting process, which includes QPR and QTR reporting exercises
 - Assistance in preparation of various submissions of the management reporting unit legal entity reporting requirements as per the deadlines and with the frequency set by the IBPM process
 - Previous programme scheduling experience
 - An analytical mind with creative flair to identify key facts, trends and issues