



## Example of Planning / Forecasting Job Description

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Our growing company is searching for experienced candidates for the position of planning / forecasting. 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 / forecasting

- Lead, coach, develop, and provide performance feedback of small team of network planners
- Communication with the Distribution Centers, Production, Customer Service, and Sales throughout the company to improve service
- Responsible for the requirements planning and stocking in the Distribution Centers
- Release of the daily orders for intercompany suppliers
- Placing of daily orders on some 3rd party suppliers
- Co-ordination of the supply chain between supplying and receiving sites
- Monitoring and action to address back orders
- Identify and follow up customer specific requirements, making use of the whole logistics network to serve the customer
- Production of weekly department statistics
- Lead process improvement activities in sites to improve customer service levels

### Qualifications for planning / forecasting

- BA/BS general degree or 8+ years of experience in supply chain required
- Experience using Oracle or SAP highly preferred APICS CPIM/CSCP Certification a plus
- Strong background in Supply Chain Planning

- BA/BS Business Administration or Finance