



Example of Planning Job Description

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Our company is growing rapidly and is hiring for a planning. 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

- Along with GTI Finance, manage the creation & ongoing management of the Group Operating Plan including
- Annual Budget and Forecast
- 5-Year Plan
- Tracking of monthly actuals versus the budget
- Tracking project spend against the budget
- Provide on-going analysis of progress against plan
- Organize the annual operating plan review sessions between Senior Group Managers, GTI Execs & IT Finance
- Track all group savings / cost containment / cost avoidance initiatives through regular updates to GTI Executive and road mapping of key initiatives
- Actively participate in identifying cost savings opportunities and optimization initiatives
- Act as focal point for Key GTI Transformational initiatives

Qualifications for planning

- Minimum of a bachelor's degree and a multidisciplinary background, including developing marketing strategy, consumer insight, media strategy and/or account planning
- A Bachelor's Degree in Journalism or equivalent in experience and education
- A minimum of five years of journalism experience

- Advanced knowledge of newshole management
- Recognized strategic leadership (e.g., strategy awards, references)