



Example of Portfolio Planner Job Description

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Our innovative and growing company is looking to fill the role of portfolio planner. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for portfolio planner

- Lead cross-functional product and program teams to assess and meet the needs of prospective and existing customers
- Provide advice to senior management, program and project managers regarding overall portfolio
- Develop portfolio plans based on incoming projects request and maintain the project portfolio roadmap
- Drive improvement actions towards major stakeholders, sponsors, project managers and Project Management Organization
- Monitor progress (plan vs
- Support to ensure the overall positioning, governance of policies and process for plans creations and transactions, the financial performance of the portfolio/cluster assigned are adopted in regions/clusters
- Delivering against Workplace budget, asset sales and space optimization targets/stretches working with relevant stakeholders
- Working with finance and other business partners to report on performance transactions on an annual basis with Global Business specifics, and support the transition from the current accounting standards to IFRS16
- Maintain the programs and keep track of the delivery of agreed programs, driving the Business agendas in Real Estate Services to deliver plans according to agreed strategies related to transactions
- Manage and report on Dashboard for Real Estate portfolio and provide analytics/reports on overall health status of the portfolio, on Markets, and/or Global Categories level

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- This position will require a Chicago residency within six months of accepting the position
 - You will bring an exceptional ability to juggle multiple tasks, competing priorities and tight time frames
 - You will demonstrate proficiency in critical thinking, problem solving, and working within ambiguity
 - Bachelor's degree and 10+ years' experience in marketing and/or product management environment
 - Are an analytical, critical and rational thinking person, and you have ability and confidence to make independent decision
 - Minimum of one year's turbine maintenance experience