



Example of Portfolio Planner Job Description

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Our growing company is looking to fill the role of portfolio planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for portfolio planner

- Project responsibility for the end to end supply chain, with key accountability to ensure all plan, source, make and deliver activities are completed on time in full
- Ensure all innovation implementations are planned taking into account the delivery of the key Category KPI's (Cost/Service/Stocks/Obsoletes)
- End to End Portfolio Planning across all Global Change Roadmaps
- Oversight & analysis of the data, identifying hotspots and issues
- Portfolio risk & dependency management
- Identification of resourcing (capability & capacity hotspots)
- Production & presentation of reporting to executive & operational stakeholders
- Completion of assurance reviews with UK, International Change Leads
- Continuous improvement of processes
- Leading the Project Core team in all relevant topics to complete the project on time

Qualifications for portfolio planner

- Other advanced designation such as CPA or J.D
- Putting the business' goals at the heart of what we do
- Making continuous improvement in both cost and service an integral part of our way of working
- Building a professional services organisation that enables our people to give

- Developing win-win relationships with selected providers to meet our current and future requirements
- 3-7 years' experience in Portfolio planning & Analytics