

Example of Resource Planning Analyst Job Description

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Our innovative and growing company is looking to fill the role of resource planning analyst. 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 resource planning analyst

- Advance HTRG business development objectives including property acquisitions, property disposition strategy, timberland investment analysis and decision support tools, and other strategic business objectives
- Support HTRG's conformance with certification requirements and support management systems that enable the advancement of HTRG's forest stewardship commitment
- Partners with Conn to maintain full awareness of all scheduled activities, so that the appropriate staffing impact assessments may be completed
- Completes ad-hoc analysis requests that will support the business department decision making process
- Continually assesses staffing drivers
- Prepares, in partnership with the business, quarterly budget packets
- Processing project delivery focussed resource bookings
- Resource planning and forecasting to ensure there is sufficient resource to meet demand
- Allocation of project management and consultants to projects
- Liaising with Sales, Operations and Project Management for resource allocation and balancing resources across the whole project portfolio

Qualifications for resource planning analyst

- A minimum of three (3) years' experience in financial management, including data analysis, forecasting and reporting
- Bachelor's degree in business, finance, accounting or other closely related field or equivalent combination of education and experience
- Familiarity with budget development and oversight processes
- Effective collaboration and relationship building ability