



Example of Senior Planner Job Description

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Our company is hiring for a senior 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 senior planner

- Work in close partnership with design, planning, procurement and operational staff within the Construction Division & Regeneration South
- To lead and manage all preconstruction programme activities for the Construction Division & Regen South
- Overseeing the preconstruction programme process to ensure seamless delivery to both internal and external parties for the Construction Division & Regeneration South
- Review tender programme and assist in creating Construction programmes
- Process and assess planning applications including
- Carry out a broad range of administrative work to assist service delivery, including, but not limited to carrying out background research and preparing presentations
- Provide advice in person, on the telephone and in writing to all clients and other users of the service including applicants, agents, members and the general public
- Provide excellent customer service to all clients and to help build good relationships with them through the production of high quality work and by acting in a professional manner
- Identify potential opportunities to improve service provision and efficiency
- Regularly updating the Contract programme with any 'Compensation Events' and issuing to the client for acceptance

Qualifications for senior planner

- Knowledge of AA maintenance programs and flight schedules desirable
- Experience as a Material Logistics Specialist, Stock Clerk, Material Planner, Airline AOG Planner or Supplier Management
- Ability to function effectively and manage multiple tasks simultaneously, effectively realign priorities in a fast-paced, time sensitive dynamic work environment
- Must be able to make time critical decisions
- Willing to get involved in SA/SEA and neighbourhood planning