



Example of Specialist, Planning Job Description

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Our company is growing rapidly and is looking to fill the role of specialist, planning. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for specialist, planning

- Assist in the preparation of executive decks for presentation to business leaders
- Recommend capacity changes, location, and timing when appropriate and advise production, inventory, and distribution consequences of alternative sales plans
- SCM Specialist takes the R&R for new product launch at HEDA site, that mainly involve the risk assessment of New Product Launch, required resources (equipment, team member,) and capitals, design of project plan and time table, coordination with site team and Above-site team to meet the time line, control of project progress, change control management, set up and optimization of the NPL procedure
- SCM Specialist would take the role of site Print Coordinator to design or update Artwork profile, input Tech info and review/approve artworks in Blue system, suppose technical improvement project initiated by site GTO, initiate artwork workflows in Blue system for Tech-driven artwork change, coordinate with site planning, Quality, and Tech team to make sure the transition of old to new artwork without scheduling or supply impact
- Co-ordinate and Maintain the Demand Planning process to ensure the generation of valid demand forecasts for assigned brands
- Responsible for the forecast and product availability through consistent deployment of process
- Drive accountability based on key performance metrics and targets

- Oversee and manage the master data process, BOM and Purchase Orders
- Oversee the supply chain project or UAT testing assigned to support

Qualifications for specialist, planning

- Cooperation (daily calls, meetings) with our business partners worldwide
- Must be proficient with MS Office suite and Primavera V6.0
- Skills required for this job are typically acquired through the completion of an undergraduate degree and 2+ years of experience, or equivalent work experience in lieu of degree
- Typically requires education/formal training equivalent to the completion of a two-year technical degree or trade school equivalency and five or more years experience in aircraft planning, scheduling and documentation
- Foreign Service, Civil Service, or military experience at the GS-12-13 or O-4 levels, respectively
- Project Management experience, especially a Project Management Professional (PMP) certification would be desirable