



Example of Specialist, Planning Job Description

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Our company is searching for experienced candidates for the position of specialist, planning. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for specialist, planning

- Contribute to the store's complete staff planning process from forecasting to execution of the schedule by posting draft schedules timely, ensuring scheduled hours include planned absences and liaising on the development of final schedules with department managers in order to respond to co-worker, customer and business needs
- Support department managers frequently to ensure the development, adaptation and improvement of quality schedules that are within the forecasted hours and have updated co-worker availability and skill levels
- Responsible for following up the store staff planning process from forecasting (where highlighting commercial influences are taken into consideration) to ensuring schedules comply with all labor rules and internal requirements
- Managing supplier deliveries including delivery problems (complaints, documentation issues)
- Support preparation of quarterly financial scorecards for senior management
- Producing insightful analytics, financial metrics, and pertinent trends for inclusion in monthly and quarterly business reports
- Understanding key business drivers and their impact to the forecast process
- Designing and developing financial models and spreadsheets to forecast financial results
- Process daily orders internally and externally
- Collaborate with hubs to ensure inbound shipment receipt without issue

Qualifications for specialist, planning

- Ability to work independently and showing initiative, but still be comfortable and productive in a small team environment
- Advanced certification in finance or accounting or current progress towards completing such certifications is a plus (MBA, CPA or CFA)
- Willingness to assist with projects not directly tied to job requirements
- 1 year Joint Staff, COCOM/GCC, or Service level staff experience
- Bachelor's degree (or higher) in Engineering, Economics, Chemistry or related field required
- Production planning experience preferred