



## Planning Analyst

*Analyzes and implements logistics plans that may affect the production, distribution, and inventory of finished products to enhance product flow. Analyzes, participates in development, and implements logistics plans affecting the production, distribution, and inventory of finished products. Conducts distribution and network studies, monitors inventory and analyzes requirements to develop strategies to achieve desired delivery times and order fill rates. Maintains appropriate records and prepares reports. Coordinates logistics activities with internal/external customers. Provides activity and status reports to management. Performs all other duties as assigned. BA/BS degree in Business Administration or related field with no experience. In lieu of formal education, at least 8 years of progressive experience in a related field. 4 years of specialized military experience in the relative field can be substituted for a BA/BS degree.*

### **Position Responsibilities:**

- Establish workflow for ship spread load by analyzing, developing, and revising Microsoft Project plans to ensure an efficient maintenance cycle.
- Tracks receipt of large quantities of military equipment and enters technical data in computer databases matching ship load requirements to available equipment.
- Analyze effectiveness of Production Plans by comparing actual vs. planned schedules. Conduct causative research on significant differences.
- Conducts distribution and network studies, monitors inventory and analyzes requirements in order to develop strategies to achieve desired delivery times and order fill rates.
  - Maintains appropriate records and prepares reports.
  - Coordinates logistics activities with internal/external customers.
  - Provides activity and status reports to management
- Make recommendations for process improvements based on causative research conducted on variances.
  - Complies with all MCPP ISO policies and procedures.
  - Performs other related duties as assigned.

Responsible for the planning and scheduling production schedules.

### **Basic Qualifications:**

- BA or BS degree.
- In lieu of a degree, a combination of college credits, other formalized training, or education, and directly related work experience may be considered.
- Eight (8) years of related work experience in Logistic Planning/Schedule Development.
  - Three (3) years of directly related work experience in Project Management.
- Must possess a certificate of training for Microsoft Project 2010 or newer, (or be able to obtain this training within 4 months of start date)
  - U.S. Citizen.
  - Ability to obtain and maintain a Common Access Card
  - Ability to obtain and maintain Military Base Access
- Ability to obtain a Favorable Government Public Trust Investigation

### **Additional Qualifications:**

- Ability to use standard commercial word processing, database, spreadsheet, and telecommunications software applications to include Microsoft Office.
- Ability to comply with all established methods, quality standards, and time schedules applicable to this position.