

Scheduler

JOB DESCRIPTION

Summary/Objective

The production scheduler is responsible for issuing and tracking work orders, ensuring that required material is supplied to the production floor, as according to the production schedule. This position is also responsible for expediting and prioritizing work orders.

Essential Functions

1. Plan and manage production schedule to ensure 100% on-time delivery of customer orders.
2. Analyze sales order releases with respect to capacity planning and material requirements.
3. Complete shipping information and delivery date input.
4. Order floor stock with shelf life material for production.
5. Interface with manufacturing personnel, purchasing personnel, etc. on material status and production planning issues.
6. Manage Kan-Ban releases and shop floor reorder points.

Competencies

1. Problem Solving/Analysis.
2. Communication Proficiency.
3. Time Management.

Work Environment

This job operates in a both an office environment and on the manufacturing floor.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is will sit; climb or balance; and stoop, kneel or crouch. More often the employee will be walking, standing and reaching. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 6:00 AM to 2:30 PM

Required Education and Experience

1. 1-2 years of experience in a manufacturing environment.

Preferred Education and Experience

1. 1-2 years of experience as a production scheduler.
2. 3-5 years of experience in a manufacturing environment.
3. Experience with purchasing, expediting, MRP/ ERP systems, quality/continuous improvement initiatives, manufacturing safety practices and MS Office applications.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.