

## **Position: Production Scheduler**

**This position is responsible for creating, developing, and managing an accurate production schedule for internal and external customers. The Production Scheduler considers shop floor capacity, customer priorities, material/components, data integrity, and works closely with our operations and service teams to achieve the highest levels of customer satisfaction.**

### **Key Responsibilities:**

- Plan, develop and maintain Master Schedule and Daily production schedules, in support of all interval manufacturing plant operations
- Develop and implement plant visibility for customer orders by implementing work center level dispatch reports
- Coordinates remanufacturing activities, including monitoring and publishing schedule performance against plan to maintain priorities to meet established schedules
- Meets daily with cross-functional team (Production Meetings) to resolve delayed customer shipments, components/parts/sub-assembly shortages, overtime, priorities, and identified problems
- Provide external customers visibility to status of orders
- Customer Service liaison supporting all scheduling and delivery related issues
- Develop sound understanding of current state and identify future state opportunities to streamline production activities through process mapping and the use of other lean tools
- Subject-matter expert and key contributor for ERP implementation
- Develop, implement and report KPI's pertinent to scheduling function
- Create action plans through collaboration with plant leadership
- Participate in lean events throughout plant
- Other duties as assigned

### **Qualifications:**

- Bachelor's degree in Business, Logistics, or Supply Chain, with a minimum of 2 - 4 yr. in production planning in a manufacturing setting
- In lieu of Bachelor's Degree, min. of 5-7 years of work experience with production planning in a manufacturing setting
- Proven ability to develop production scheduling procedures
- Knowledge of MRP
- Intermediate to advanced knowledge of MS Excel

### **Preferred Qualifications:**

- Experience developing and implementing SIOp process
- Understanding of the Vending Industry
- APICS Certification
- Six Sigma Black Belt or Lean Expert



**Skills, Knowledge, and Attitude for the Job:**

- MS Office Suite, especially advance MS Excel skills and competent in MS Access
- Data access/retrieval skills with experience in data analysis, data manipulation using MS Excel
- Strong analytical capabilities
- Demonstrates innovative thinking and sound judgment
- Strong interpersonal skills and ability to communicate and present for senior management
- Ability to collaborate and work cross-functionally with other departments
- Working knowledge of ERP systems, experience with NetSuite is a plus