



## Production Scheduler

### Job Description:

The primary responsibility of the **production scheduler** is to maintain and support production through weekly scheduling activities, subsequent releases of jobs to the shop floor along with the daily maintenance of current jobs to provide a targeted supply of finished goods that effectively supports and satisfies customer demand.

### Qualifications:

- Minimum of 2 years scheduling experience in a batching and filling, high mix/low to medium volume, Make-to-Order and Make-to-Stock manufacturing environment is required- operations experience is preferred.
- Ability to manage complex projects, resolve conflicts that arise from balancing multiple priorities and proven ability to work well under pressure while meeting deadlines in a dynamic manufacturing environment is required.
- Advanced computer proficiency with MS Office Suite and ERP systems to generate production schedules, including experience with implementing new ERP functionality. Syspro ERP experience a plus.
- Excellent interpersonal and communication skills and proven ability to build effective working relationships with employees at all levels of the organizations is essential.
- Excellent written and verbal communication skills with the ability to communicate at the appropriate level of abstraction within organization.
- Proven problem-solving skills with the ability and drive to proactively seek alternative solutions.
- Successful candidate will possess strong detail orientation, eye for accuracy and excellent follow-up skills.

### Job Responsibilities:

- Develop and publish feasible and optimal production schedules for manufactured items based on equipment, labor and raw material availability, including multi-level BOMs.
- Knowledge of managing VMI process including overseas shipments.
- Adjust production schedule as needed to satisfy customer orders, stock levels and custom rush orders as directed by Planning.
- Work with manufacturing team members to create a schedule that supports overall department efficiencies.
- Team with planning to maintain cross department communication.
- Participate in physical inventory activities.
- Responsible for all aspects of trial kitting, open jobs and schedule maintenance.
- Manage batch MRP planning to insure materials needs are accurately represented.
- Ensure accurate records are kept for work orders, shop calendars and scheduling parameters.
- Lead daily scheduling meetings.
- Support company policies and procedures, goals and objectives and current good manufacturing practices (cGMP's).
- All other duties as assigned.