



## **JOB OPPORTUNITY**

**POSTING DATE:** June 14, 2006  
**DEPARTMENT:** Operations  
**REPORTS TO:** Planner/Scheduler  
**JOB TITLE:** Scheduler  
**HOURS:** 1<sup>st</sup> Shift, Monday-Friday

### **PURPOSE:**

Responsible for planning, scheduling, and tracking customer orders and expediting the flow of materials and parts between departments to ensure orders are shipped on-time and master production schedule is maintained.

### **RESPONSIBILITIES:**

- Review all sales orders to confirm material availability.
- Plan and schedule order requirements with warehouse.
- Communicate and follow-up on special order needs.
- Track and coordinate any material shortages with Supply Chain department through direct communication with Buyers.
- Escalate impacting shortages to Master Scheduler and Program Management.
- Prepare production schedule to attain master production schedule and sales order request dates.
- Release and coordinate material work orders to meet production schedule.
- Confer with department supervisors to determine available capacity, status of orders and non-conforming materials.
- Implement BOM changes, per ECO, in existing work orders.
- Track customer orders to ensure they meet on-time production, shipment and delivery.
- Interface with internal customers to determine customer requirements, resolve problems and provide order status.
- Compile production statistics, including weekly shipped-on-time report.
- Back up Master Scheduler when needed.

### **QUALIFICATIONS:**

BA/BS degree required. Three to Four years experience in production scheduling, planning and execution. Proficiency in Excel is required, with knowledge of production planning and ERP systems. Attention to detail is critical. Requires proven skill in data analysis, project planning and problem solving. APICS certification preferred.