



Job Title:	Master Scheduler	Department/ Group:	Office
Shift:	1 st	Travel Required:	None
Level/Salary Range:	Salary	Position Type:	Full-Time

Job Description

Job Purpose:

The Scheduler is a very important position within the Weld-Fab manufacturing team and ensures the timely and efficient execution of all orders. Specifically, the Production Scheduler acts as the liaison between client Care (representing the customers' needs), Purchasing (ensuring material availability), and Manufacturing (factoring in labor and equipment capacity), to maintain appropriate on-time delivery, productivity, and throughput.

Job Duties: (Including but not limited to)

- Plans and establishes schedule
- Keeps management informed by reviewing and analyzing workload
- Develop work center specific schedules in order to meet product delivery dates
- Balance schedule requirements with production capacity - adjust schedule as required to align with capacity and constraints while maintaining 100% customer on-time delivery
- Realigns work order priorities, when necessary at various process steps to account for changing conditions (drop-ins, late material, etc.)
- Create and publish reports regarding production status and performance versus schedule, including identifying root causes of issues and proposing recovery actions
- Develop and maintain a plan for each work center to identify bottlenecks with resolutions and expanding to potentially eventually to overall Labor Planning.
- Works closely with manufacturing team to review tactical capacity gaps/overages and develop short and mid-term plans to make the best use of resources (e.g. overtime, flexing labor to/from other areas, etc.)
- Identify strategic capacity gaps/overages and propose long-term plans (e.g. additional equipment or employees, etc.)
- Optimize changeover times and labor and equipment utilization
- Other duties as assigned by Ownership / Management

Skills/Qualifications:

- Strong analytical and problem-solving skills



- Bias for action; must exhibit a strong sense of urgency
- Proficient in Microsoft Office, particularly Excel High proficiency in MS Office (Word, Excel and Outlook).
- Must display a positive, open mind
- Ability to manage time and priorities.
- Strong interpersonal & teamwork skills.
- Strong organizational skills.
- Relies on experience and judgment to plan and accomplish goals
- Ability to work independently
- Previous Manufacturing, Scheduling, or Planning experience (including JobBoss) preferred
- Training, course work, and/or certification in Lean strongly preferred, Six Sigma or APICS a plus

Physical Activity Requirements

- Work Environment: Manufacturing environment where the noise level is generally moderately noisy
- Work Position: Combination of sitting and standing
- Body Movements: While performing the duties of this job, the employee may be required to stand, walk, sit, climb, stoop, kneel, crouch or crawl
- Sensory Requirements: Vision, speech, hearing, smell and touch are routinely used in day to day functions