



Position Overview

Reporting to the facility leadership, the Planner/Scheduler is responsible for prioritizing the Scheduling & Planning organization. This role is accountable to ensure that the overall operational master schedule, order delivery plan and tactical action plans to meet customer delivery schedules and financial targets is developed, communicated and met. Fast paced, customer focused, evolved job shop environment in a leadership capacity to coordinate actions / needs of the operations, engineering, programming and sales teams.

Key objectives for this role:

- Optimize order starts to meet on time delivery objectives
- Eliminate cross function communication breakdowns
- Provide accurate and timely order status information to meet customer needs

Job Duties and Responsibilities:

- Revenue stream prediction and reporting for the facility – weekly, monthly and annually
- Assist with schedule development and implementation on a daily, weekly and monthly basis
- Define and communicate cross functional action plans to meet production and delivery commitments
- Provide direction to the Scheduling & Planning Organization to ensure the core responsibilities of the department are met:
 - Movement of orders throughout the shop including, but not limited to
 - Material management to align with work order release.
 - Oversee documentation preparation – work order printing and router review.
 - Schedule job starts and providing daily queue list updates to Operations.
 - Managing schedule for changes due to rework, replacement or expedite requests.
 - Releasing work-orders to Operations
 - Outside Service Planning (OSP) / Management
 - Coordination with Engineering and Programming to set priority schedule to meet on time order start requirements.
 - Production status management – participates in daily production meetings and provides order level status review in support of weekly targets.
 - Customer order status management – provide details to support customer open order status reporting to weekly schedule.
 - Future look/forecast – provide 6 week rolling analysis of open backlog to enable management to understand demand requirements.
 - Capacity management and staffing recommendations – provide information to operations management to identify potential conflict in meeting order commitment dates.
 - Inventory management and cycle count accuracy – provide needed plant level support to operations accounting to maintain accurate valuation.
- Other duties as assigned by Senior Management

Requirements:

- Highly developed interpersonal communication skills and a desire to lead and work with others.
- Must be a highly motivated self-starter and have a penchant for achievement of personal goals and those of the company.
- A highly developed personal work ethic and dependability are required. Direct contact with customer representatives may be required.
- Ability to lead a team to meet a common objective
- Ability to create a comprehensive plan and effectively communicate plan requirements to cross functional organization
- Knowledge of master scheduling and production planning process
- Good verbal and written communication skills
- Excellent organizational skills
- 2 years JDE experience a plus
- Minimum of five years’ experience in a manufacturing Master Scheduling and Production role is required.
- Above average understanding of the state of the art manufacturing processes is needed.
- Advanced performance levels in the use of Microsoft Office tools: Excel; Word; Power Point; Visio, MS Project and Outlook.