



## Job Description: Master Production Scheduler

Date Written: February 1, 2005

Date Last Reviewed: 05/10/2011

Status:  Exempt     Non-Exempt

Job Grade:

Department Name: Materials

Department Number: 856033

Reports To: Supply Chain Manager

### Purpose:

Work with Sales and Product Management to develop and manage forecast for long range material planning while considering current inventory, obsolescence, lead times, product life cycles and production capacity.

### Major Tasks, Responsibilities & Key Accountabilities:

#### Strategic

- Identify and implement system and process improvements within the supply chain to enable overall business process improvement.
- Further develop existing forecast and supply programs to improve current days of inventory and cash cycle.
- Improve forecasting tools and procedures through application of innovative ideas and projects.
- Analyze inventory levels and product demands to determine reorder levels and safety stocks that will ensure product availability and minimize inventory costs.
- Drive, promote and develop positive communication with Marketing and Sales to improve forecast accuracy.

#### Tactical

- Develop and maintain Forecast, master schedule and procurement plan based on history, seasonality and sales opportunities.
- Review and update forecast, production schedules and material requirements.
- Support new product development through cooperative scheduling of model introductions, end of life and prototype processing with the potential suppliers
- Proactively review material supply and demand to determine push/pull actions appropriate to impact manufacturing MPS and supply MRP exception messages.
- Participate in the evaluation of quotations from our contracted manufacturers to assure all pertinent information is available to analyze for best possible price, quality and supply services to meet our strategic needs for the product life.
- Coordinate and plan materials requirements for new product introductions, including review of new BOM's and cut-in dates for build verification and production units.
- Work cooperatively with the Sourcing Engineer, Inventory Specialist and Contract Manufacturers to implement Pre Engineering Change Orders for products or projects not yet released.
- Assess impact to materials availability and production schedule from customer sales opportunities that may be affecting demand for product over and above the plan.
- Review material shortages, stock outages, and safety stock levels while working with Contract Manufacturers, Purchasing and Manufacturing to meet customer requirements. Propose changes when needed,
- Assist in the resolution of MRP and planning discrepancies.

- Work cooperatively to implement innovative inventory efficiency programs.
- Other duties as needed.

**Nature & Scope:**

- Work closely with Buyers, Inventory Analyst and Contract Manufacturers to determine the appropriate levels of safety stock for Finished goods and components to minimize lead times.
- Assist others with migrating new or existing business to suppliers, as needed.

**Environmental Job Requirements Category:**

E1    E2    E3    E4

**ADA Category:**

1    2    3    4

**Knowledge, Skills, Abilities and Competencies:**

- Proven experience with complex planning, forecasting and product lifecycle programs.
- Experience with Purchasing/Materials tools (MRP, Inventory analysis, part or supplier profiles etc).
- Proven people skills required, must have ability to work with others while effectively handling internal pressures.
- Excellent Communication Skills (written and verbal).
- Organizational and problem solving skills required.

**Minimum Qualifications:**

- Minimum of 5-10 years of Supply Chain/Master Scheduling experience and Bachelor's degree in Business Management, or Supply Chain Management. 10 years minimum progressive experience with applicable coursework and certifications.
- Experience in analysis and negotiation of costed bills of materials to formulate a fair and ethical quote review.

**Preferred Qualifications:**

- Experience with Product Development and understanding of product life cycles very strongly desired.
- APICS certification