

Metal-Era

POSITION DESCRIPTION

Title: **Production Scheduler**
Reports to: VP of Manufacturing/Plant Manager
FLSA Status (if Applicable): Exempt
Location: Metal-Era (Waukesha)

POSITION SUMMARY

Metal-Era provides individuals the opportunity to pursue a career within a fast-paced, industry leading and entrepreneurial organization. A Production Scheduler interfaces with Manufacturing, Engineering and Customer Service/Sales to develop and implement optimized production schedules. These plans must meet changing customer requirements and yet provide enough response time to Manufacturing and suppliers without a significant increase in inventory. Responsibilities also include: coordination of customer expedites, communication with Customer Service/Sales, Engineering, Purchasing, and Manufacturing on key planning issues, coordination of engineering change notices (ECN) and new product launches, preparation of various manufacturing reports and assist in the management of daily shipping flow. A successful Production Scheduler is a strong leader, a good problem-solver and self-motivated.

PERFORMANCE OBJECTIVES

Effectively communicate any customer related issues to applicable people. Issues could be component problems, missed shipments, or schedule changes. Clearly communicate responsibilities, expectations, and priorities to manufacturing and shipping personnel. Interact with Manufacturing, Customer Service/Sales and Engineering regarding shipments, schedule changes, shortages, or other topics to develop and maintain a good working relationship.

- **Communicate Effectively.**
- **Production Scheduling.** Analyze internal and external customer requirements and schedule appropriate production to achieve expectations. Complete root cause analyses as it relates to scheduling and shipping issues. Verify accuracy of customer schedules. Identify “lumpy” customer requirements requiring “leveling” to achieve the acknowledged date. Assist in the tracking of component availability and on-hand balance accuracy. Propose schedule changes to plant management. Assist in the tracking of finished goods and track WIP to meet future shipments. Create and track orders to achieve required on time delivery goals. Develop capacity plans for production and pick/pack/ship. Assist to reconcile inventory errors & shortages. Monitor finished goods inventory accuracy and audit production order reporting. Identify potential material shortages and coordinate expedites with Purchasing. Coordinate ECN changes and new product launches.
- **Prioritize Daily Activities.** Work in a fast paced environment with limited resources and a sense of urgency. Effectively prioritizes and completes production scheduling activities – enter production orders, scheduling, capacity planning, inventory control, on-time delivery, and customer service/sales/engineering interface.
- **Utilize Various Systems Effectively.** Strong understanding and utilization of the following systems:
 - ERP – Material/Production Scheduler System; creates, maintains, reports, and deletes production orders. Assists in maintaining raw, WIP, and finished goods inventory accuracy.
 - Reports- Generate reports and organizes data using report writing applications and Excel.
 - Excel - Create spreadsheets and update as needed.
 - Internet/Customer Systems - Pull customer schedules and work customer systems as required.
- **Manage Continuous Improvement Efforts.** Develops and drives longer term initiatives and projects for continuous and step function improvement in key performance metrics related to safety, quality, delivery, productivity, and profitability.

- **Maintain a Lean Manufacturing Culture.** Use lean manufacturing techniques coupled with data driven decision making to exceed customer on-time delivery standards.
- **Strong Team Player and Contributor.** Work well with colleagues and produce results within a fast-paced and high pressure atmosphere. Combine strong attention to detail with an orientation towards results/execution.

ADDITIONAL DETAILS:

MINIMUM QUALIFICATIONS

- Bachelor's Degree in technical discipline or equivalent education and experience.
- A minimum of four (4) years of experience in production planning and control required.
- In-depth knowledge of MPS/MRP and a strong background in business system and logistics required.
- Experience in Materials related capacity is a plus.
- Strong interpersonal and leadership skills required.
- APICS certification preferred.
- Experience with Microsoft Office products.
- Effective trouble shooting, problem solving and organizational skills. Able to handle frequent interruptions, meet tight deadlines, and handle conflict in an effective manner.
- Ability to interact with people at all levels of responsibility.

PHYSICAL REQUIREMENTS:

- In a standard workday, this person will be required to sit 50%, stand 20%, walk 20%, squat or kneel, twist, and drive/travel 10%.
- Will lift from 1 to 35 pounds. Lifting may include miscellaneous materials if required.
- Fine manipulation is needed for PC work and use of other office equipment.
- Visual requirements include ability to read and follow directions. This person may come in contact with office hazards. Temperature and humidity are normal for this position and there are no unusual atmospheric conditions. Will be required to wear personal protective equipment in posted areas of the plant, including safety glasses, ear plugs, and safety shoes.
- Total awareness of the plant environment as it pertains to the safety of other employees, operation of equipment, handling of equipment/materials, and visitors required.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. (All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others). The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

(This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.)

(METAL-ERA IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER.)