



## Job Description (Exempt)

**I. POSITION TITLE:** Master Production Scheduler

**GRADE:**

**LOCATION:** Cranbury, NJ

**MANAGER'S SIGNATURE:**

**Date of Requisition:**

### **SUMMARY:**

The Master Production Scheduler is responsible for developing the master production plan to satisfy customer demand while carrying minimum effective inventory. The qualified individual will be responsible for providing the plant with a monthly production plan consistent with the plant capacity and sales forecast. The planner is responsible for determining the desired inventory levels for finished goods down to the pack size including safety stock levels. The sales forecasts, new business opportunities, customer expectations, and internal supply constraints will be used to develop production plans, by month, for a rolling three month period. Strong collaboration with the Business Managers, Operations, Sales, Customer Service and Management will be critical to meeting business goals.

### **II. PRIMARY PURPOSE/OBJECTIVES:**

- Create a rolling 3-month Master Production Plan for designated products. Utilize the production capacity, taking into consideration the sales forecast, historical sales, and new business opportunities. Analyze and identify risks associated with the options built into the Master Production Plan, including manufacturing lead times. Schedules emailed to the plants monthly.
- Perform supply demand analysis each quarter, highlighting areas of concern for the next 12 months.
- Make delivery commitments on MTO products, which involve checking uncommitted material and availability of capacity.
- Develop inventory targets and manage production to achieve targeted inventory levels on both a cost and unit basis.
- Maintain finished goods inventory at target levels to ensure high service levels, i.e. product availability.
- Project finished goods inventory levels on a quarterly basis. Achieve desired corporate inventory turn targets.
- Ensure coordination with plant schedulers to execute Production Plan on a weekly and monthly basis.
- Monitor actual output versus the Master Production Plan. Identify gaps and drive solutions, including a metric on production performance to the requested production schedule.
- Review sales forecast with business manager on a monthly basis, and suggest modifications consistent with knowledge of current or historical demand.
- Timely reporting of key metrics.
- Support the S&OP process meetings to review service levels, performance against schedule, inventory strategy, supply plan to meet demand, and resource implications. Update Master Production Plan as necessary.

### **III. REQUIRED SKILLS, KNOWLEDGE, AND EXPERIENCES: (essential to the position)**

**Education Level: (minimum)**

BA/BS degree

#### **Preferred Areas of Study:**

Business Administration, Supply Chain Management, Logistics, Operation Research

- Experience in managing manufacturing processes, productivity, and efficiency measurements
- Experience using MRP / ERP systems, especially Advance Planning Systems
- APICS certification (CPIM or CSCP)

**Similar or Related Experience Desired:**

- 5 years in Master Scheduling and Inventory Control

#### Essential Skills/Knowledge:

- Sound knowledge of supply chain processes and procedures including manufacturing planning, demand, and replenishment processes.
- Strong negotiation skills with the ability to reason and influence at all levels.
- Strong communication and presentation skills.
- Strong problem solving and analysis skills.
- Ability to manage complexity and resolve conflicts that arise from balancing multiple priorities.
- Proficient in MS office applications.

#### IV. KEY RESPONSIBILITIES:

approximate % of time


#### V. DIMENSIONS:

- Number of employees supervised: 0

Directly

Indirectly

- AS OF DATE:

Exempt:  
Nonexempt:  
Hourly:  
Total:

Other relationships:

- Strong collaboration with Operations, Sales, Customer Service, and Management will be critical to meeting business goals.

#### VI. NATURE & SCOPE:

Incumbent is responsible for the full range of supply chain planning processes and activities including:

- Master Scheduling
- Supply Demand Balancing
- Inventory Management and Control

VII. ORGANIZATIONAL CHART:

