



Production Control Scheduler

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Summary:

Under the direction of the Director of Operations, the Production Control Scheduler schedule's part orders, pre-stages for part orders, and kits all of the tooling needed for part production. While monitoring customer delivery requirements in accordance with company policies and procedures.

Essential Duties and/or Responsibilities:

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

- Review the master schedule for upcoming part order requirements. Develop the schedule of production for part orders to ensure on time customer delivery. Advise the Director of Operations as to increases or decreases in production plans.
- Pre-stage part orders for production to ensure a timely set-up and run time.
- Order and maintain the purchase of all tooling.
- Review the availability of manufactured and purchase parts for the assigned part orders.
- Acquire shop orders, purchase order due dates and manufactured parts build dates.
- Expedite any needed manufactured or purchase parts, contacting vendors or purchasing as needed, to ensure availability in line with production schedules.
- Issue any required purchase orders in support of assigned tooling orders.
- Act as technical resource to purchasing, manufacturing, and other departments to coordinate efforts and to address and resolve inquiries and problems.
- Follow up to ensure assigned product lines are completed according to customer and MRP requirements.
- Adjust production schedules as needed based on part availability and customer demands.
- Attend and actively participate in all scheduled meetings.
- Complete special projects as assigned.
- Complete and maintain all required paperwork, records, documents, etc.
- Follow and comply with all safety and work rules and regulations. Maintain departmental housekeeping standards.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to communicate effectively with customers and other employees of the organization.



- Must demonstrate the ability to multi-task and prioritize.
- Must demonstrate data accuracy.
- Strong attention to detail.
- Ability to work in a team-oriented environment.
- Proficient and knowledgeable in the use and application of business systems, particularly our ERP system (Epicor).
- Ability to use a computer for daily activities.
- Knowledge in Microsoft Word, Excel, and Outlook.

Education/Experience:

- APICS Certification
- CPIM
- Associates Degree
- 10 or More years of being in a machining / manufacturing environment.
- Prior history in manufacturing, quality and scheduling required.

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