

Production Scheduler

JOB SUMMARY:

The Production Scheduler is responsible for preparing, managing, and issuing the production schedule for a high-volume, fastener-manufacturing facility. The Production Scheduler is also responsible for assisting in accurate and timely inventory posting of goods to the ERP system.

ESSENTIAL DUTIES:

Create production schedules based on MRP review

- Monitor & update daily overall schedule for zones of responsibility
- Generate jobs from wire & loose product
- Communicate necessary scheduling information to appropriate department personnel
- Ensure schedule adherence and follow-up with all relevant team members

Communicate with internal staff and external contacts to meet Rivet Operations' needs

- Collaborate with QA personnel on material quality issues
- Communicate daily and timely with customer service to resolve order concerns and status
- Deliver rivet orders for Project Management
- Monitor supplier material deliveries and communicate requirements to purchasing.

Inventory management

- Facilitate weekly WIP inventory cycle counts; investigate & reconcile discrepancies
- Inventory record monitoring and maintenance
- Monitor and process required job closure transactions daily
- Process inventory adjustments
- Monthly reporting
- Track and monitor metrics related to production control, lead the implementation of any appropriate corrective or improvement actions

REQUIRED KNOWLEDGE AND SKILLS:

- Excellent verbal and written communication skills
- Understanding of ERP, MRP and other database software packages
- Computer skills to include Windows and Microsoft Office applications, with an emphasis on Excel spreadsheets
- Punctual / Positive attitude / Team player / Proactive
- Self-starter requiring limited supervision

EDUCATION OR QUALIFICATIONS:

- 4-Year College degree preferred (Business, Supply Chain Management or similar), or 4+ years of successful production planning experience in a manufacturing environment

PHYSICAL REQUIREMENTS (AS APPLICABLE):

- Ability to move or lift up to 40lb occasionally.
- Ability to utilize a PC up to 90% of workday.



TALENT FRAMEWORK:

Individual Contributor