

## Production Scheduler Position Description

<b>Department:</b> Production	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Chief Production Officer	<b>Date:</b> 08-08-2017

**Primary Function:**

Plans and prepares manpower schedules for the manufacturing facility.

**Essential Duties and Responsibilities:**

- Maintains master manpower schedule to meet manpower requirement dates according to Production and Project Management and customer requirements.
- Adjust manpower schedule as necessary to meet contingencies, emergencies, and demands caused by production or manpower alterations.
- Understand staffing needs of projects with the skill set of employees, both current and forecasted.
- Ability to work in a fast paced, constantly changing environment while effectively prioritizing and completing production scheduling activities.
- Daily interaction with production, management and other personnel to develop and maintain good working relationships.
- Prepares various production reports.

Promote and actively embrace the concept of a collaborative environment, with an emphasis on customer service, respect and candor. Safety is a cultural value and it must be promoted and enforced at all times.

**Minimum Qualifications/Experience:**

Associates degree (A. A.) from a qualified institution; or one to two years related experience and/or training; or equivalent combination of education and experience.

Experience with personnel scheduling in a manufacturing environment is desired. Ability to thrive in a dynamic and strong willed environment with strong leadership, good problem solving skills and self-motivation is a must. Should possess a basic understanding of a manufacturing environment.

Must be able to effectively communicate at all levels of the organization with various personality types.

**Additional skills**

To perform this job successfully, an individual must have a strong working knowledge of Microsoft Office Suite, especially Excel. Experience with Microsoft Project or the ability to learn Microsoft Project and other software programs quickly is a must.

**Other Qualifications**

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this Job, the employee is regularly required to sit. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Ability to effectively perform clerical functions on a computer for extended periods is a must.

**Work Environment**

The noise level in the work environment is usually quiet – typical of what is generally found in an office setting. The incumbent will frequently find it necessary to hold discussion in a shop setting. The environment is typical of that type of setting – it may be loud, cluttered, and there may be very limited exposure to sparks, flame and moving equipment.