



Job Description

Production Scheduler
Exempt
Full Time

Job Summary:

The Production Specialist will oversee the day-to-day production schedule of the company, ensuring that the organization is managed and is performing efficiently and effectively.

Essential Functions:

The primary duties and responsibilities of the Production Scheduler consist of, but are not limited to:

- Develop, implement, and maintain the daily and weekly production schedule for all machining and assembly work centers, focusing on CNC Milling, Turning, and Swiss Machining capabilities.
- Utilize Epicor to perform finite capacity scheduling, balancing customer demand, machine capacity, tooling availability, and material constraints.
- Adjust production schedules in real-time to mitigate delays caused by equipment breakdowns, material shortages, or engineering changes, communicating impacts to relevant stakeholders (Sales, Customer Service, Production/Operations).
- Minimize setup times and changeovers through effective sequencing and grouping of work orders within the schedule.
- Collaborate with Purchasing to ensure the timely availability of raw materials, components, and tooling needed to support the production schedule.
- Monitor and manage Work-in-Progress (WIP) and finished goods inventory levels to prevent shortages or overstock situations.
- Support the accuracy of inventory data by monitoring material consumption and investigating discrepancies in Epicor.
- Analyze production specifications, historical data, and plant capacity to identify bottlenecks and recommend improvements to manufacturing processes and lead times.
- Generate and distribute regular reports on schedule attainment, on-time delivery performance, capacity utilization, and potential risks to management.
- All essential functions must be performed in an efficient manner.

Accountabilities:

- Facilitate a continuous improvement culture.
- Facilitate an efficient culture.
- Foster a team-oriented quality ownership culture.
- Ensure compliance with QMS requirements.
- Ensure profitability and quality objectives are met.
- Ensure new product introductions meet quality, delivery and cost objectives.
- Ensure processes and technologies implemented meet P&F and customer expectations.
- Ensure effective communication, coaching and training and development opportunities to direct reports.
- Communicate and drive resolution to cost, delivery and quality constraints to all key stakeholders.
- Ensure failures to meet company needs and objectives are communicated to executive management.



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Authorities:

- Stop processes and shipments due to quality concerns if necessary.
- Communicate to management issues pertaining to company financial or quality performance.

Competencies:

- Proficient in Epicor ERP for scheduling, Material Requirements Planning (MRP), capacity planning, and work order management.
- Strong understanding of CNC machining processes (Milling, Turning, Swiss).
- Knowledge of supply chain principles, including forecasting, inventory control, and logistics.
- Expert understanding of Quality Systems and GD&T.
- Proficient in Microsoft Windows and Office (Outlook, Word, Excel and PowerPoint).
- Subject matter expert understanding of design for manufacturing principles.
- Subject matter expert understanding of machining and related secondary processes.
- Demonstrate proficiency at leading large projects.
- Mechanical assembly and manufacturing process design and implementation experience.
- Ability to develop and deploy strategic plans.
- Strong leadership abilities.
- Results driven.
- Competence in completing all required paperwork and maintaining meticulous records for every lot cleaned to ensure traceability and support audits.
- High level of organization and time management skills.
- Ability to work independently and accurately perform multiple tasks in a fast-paced environment to assure delivery requirements.
- Must demonstrate independent critical thinking, superb analytical problem-solving and business acumen.
- Excellent communication skills both verbal and written.

Qualifications:

Education:

- Associate or bachelor's degree in supply chain management, manufacturing, business administration, or a related technical field is preferred. Relevant experience may substitute for a degree.

Background - Required:

- Experience in production planning or scheduling, preferably in a high-mix, low-volume job shop environment or precision metal machining industry.
- Mechanical assembly and manufacturing process design and implementation experience.
- Experience with special processes (i.e., secondary finishing, heat-treat, etc.).
- Experience with CAD/CAM systems utilizing solid modeling.
- Experience with cost estimation in a manufacturing environment.
- Proficient PC skills in a windows environment.