

Master Scheduler

Grade: 34
Reports to:
Department:
Classification:
Division:
Date:
Approved:

JOB SUMMARY:

To manage inventory of raw materials, establish and monitor the production schedules for the facility to achieve customer requirements.

ESSENTIAL FUNCTIONS:

1. Acts as primary contact with sales, manufacturing, and logistics, determining resource constraints, and developing plans to achieve customers' needs.
2. Reviews computerized inventory of raw materials against present and anticipated sales orders. Activates reorder points where judgment determines an anticipated shortfall.
3. Enters specific sales orders into the master schedule based on requested customer delivery dates, availability of raw materials, and equipment.
4. Maintains the master production schedule for the facility, reviewing daily to adjust for changes in customer requirements, delay in receiving raw materials, availability of production equipment, etc. Advises appropriate parties in the plant and sales offices by E-mail of changes in the schedule.
5. Leads weekly production planning meeting that includes representatives from sales, production, shipping, customer service, and purchasing departments.
6. Reviews monthly marketing forecasts, and adjusts master schedules accordingly.
7. Participates in sales department's quarterly forecast meetings.
8. May assume or assist in purchasing function, depending on size of facility.

QUALIFICATIONS:

1. A bachelor's degree in materials management or business with up to five years' experience in manufacturing, production planning, and materials control function.
2. Extensive hands-on experience with a computerized production planning system such as MRP II.
3. Professional certification by the American Production and Inventory Control Society (APICS).
4. Ability to analyze situations and react in a timely manner necessary.