



MASTER SCHEDULER

Reports To: Director of Operations

Revision Date: 10/18/2021

Status: Full Time/Salary

Department: Operations

Position Overview:

The Master Scheduler will coordinate schedules and inventory levels to ensure efficient and effective operation of production.

Job Functions and Qualifications:

- Serves as a primary point of contact for and liaison with the production team and various departments for all scheduling needs.
- Collaborates with these departments to establish schedules and plans that allocate available resources to best serve both internal and external customer needs.
- Periodically compares current and anticipated orders with available inventory of raw materials; uses judgment to anticipate demand for and to acquire additional supplies as needed.
- Works with Purchasing Department to negotiate outside supply vendors; ensures accurate and timely delivery of orders.
- Integrates sales orders with master schedule; coordinates availability of raw materials, supplies, equipment, and human resources as needed to meet delivery dates.
- Maintains master distribution schedule for each location and facility; revises as needed and alerts appropriate staff of schedule changes or delays.
- Participates in regular forecasting meetings with sales, marketing, and other related departments; leads additional planning meetings with sales, production, shipping, purchasing, and customer service staff.
- Maintains JobBoss system, including keeping up to date on available improvements and training opportunities.
- Collaborates with the tool crib manager regarding inventory, WIP, and shop supplies.
- Performs other related duties, as required.

Essential Functions:

- Must be able to work in a shop floor environment and an office environment
- Hours for position are dictated by the workload and at times require more than a typical 40-hour work week.
- Some travel may be required.

Education/Experience:

- Previous experience mechanical/electrical/hydraulic experience is preferred.
- High school graduate or equivalent
- Secondary education in manufacturing, engineering, or scheduling

Compensation:

- This is a full-time, performance-based position; wages are commensurate with skills and experience.
- Medical, vision, dental, life insurance, short term disability, 401K and profit-sharing plans are available upon completion of 60 days of employment.
- An employer sponsored pension program based on profit sharing
- Employee funded 401K plan is available