

Production Scheduler/Planner

The ideal candidate will have prior experience planning or scheduling in a job shop, machining environment and strong comprehensive knowledge of MRP; be detail-oriented and well organized; have excellent analytical and judgment skills; have excellent verbal, written and interpersonal skills; have prior experience with shop scheduling software.

Responsibilities include, but are not limited to generating and maintaining shop floor schedule in support of master schedule; evaluating demand requirements against capacity limitations, identifying and making recommendations to optimize machine utilization. Releasing and scheduling shop orders as outlined by MRP action reports and established guidelines. Reviewing and distributing production schedules; conferring with department supervisors to determine progress of work and to provide completion dates. Compiling reports on progress of work and production problems. Developing production schedules. Updating and maintaining the production planning system.

Requires three to five years progressive experience in operations, production planning, master scheduling or shop scheduling in a job shop, machining environment; excellent MRP scheduling, capacity management and organizational skills; ability to work with all levels of personnel and communicate in a team environment.

If interested, contact

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