



**ZOTOS INTERNATIONAL, INC.
JOB DESCRIPTION FORM**

HRD.072-01
Issue Date: 7/7/04
Revision Date: 1/21/11

Production Scheduler

Reports to: Director, Supply Chain
Date: January, 2011
EEO Class: Professionals

Department: Tech Ops 751
Grade: Exempt

Job Summary:

Position is responsible for scheduling and capacity requirements of products through the complete production cycle. Work centers capacities constraints are developed and reviewed periodically. Sales forecasts, by part number or product grouping are placed in the master schedule with the primary purpose of level loading production schedules while meeting internal and external customer time requirements.

Essential Functions:

1. In-depth knowledge of computerized manufacturing systems (i.e. MRP, CRP, etc.)
2. Create and maintain the Master Production Schedule based on customer demand and internal capacity constraints utilizing SCM software.
3. Monitor compliance of production departments to published schedules.
4. Publishes work force forecast in conjunction with production to assure proper number of workers to operate work centers
5. Accurately maintains planning system input parameters such as lead-times, work center queues, lot sizes and other parameters that affect the quality and execution of the shop floor schedules
6. Liaison to Demand Planning, Customer Service, Purchasing and Marketing providing production lead-time and delivery information
7. Manages Phase In/Out of components satisfy customer demand for finish product and minimize inventory exposure.
8. Analyze ongoing production plan against capacity and material delivery and lead efforts in streamlining the supply chain.
9. Manages the disposition of excess and obsolete material. Review weekly inventory reports and help improve inventory turns (WIP, CHM & PUR).
10. Develop and maintain scheduling policies

11. Support Standard Operating Procedure (SOP) process by recognizing and resolving production issues in such a way as to provide excellent customer service and maximize business performance.
12. Ability to prepare clear and concise records, reports, correspondence and other written materials using MS Office, and Excel.
13. Perform other duties as required.

Education and Experience:

Bachelors degree preferably in Engineering or Business; Masters degree a plus. Preferred 3-5 years of experience in manufacturing, management in materials planning, master production scheduling. Must show ability to lead; desire to work in collaborative, teamwork environment, prioritize work and multi-task; ability to bring in, develop, foster ideas for innovative concepts for design of creative supply chain logistics processes. Must be proficient in Microsoft Office Suite (including Word, Power Point, Excel and Access); MAPICS system experience recommended.

Working Conditions:

The performance of this position normally requires exposure to typical manufacturing areas where under certain conditions the use of personal protective equipment, such as safety glasses, and hygienic precautions, such as hairnets, are required.

While in the plant, the work environment is not climate controlled. Noise level in the work environment is usually moderately loud. Working extended hours may be required.

Physical Requirements:

Sitting, standing and limited lifting. Primarily in office/manufacturing environment.

Reviewed and Approved by:

Department Manager

Human Resources Manager

V P Operations