

TITLE: Master Scheduler

DEPARTMENT: Materials

REPORTS TO: Director, Supply Chain

BENEFITS: Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

General Responsibilities:

The Master Scheduler plays a key role in developing and managing product build schedules for multi-site manufacturing operations by working closely with Sales, Marketing, Supply Chain, and Manufacturing Management to determine the optimal master schedule to support company sales and operational plan. This function is critical to ensure that the business is operating to meet product delivery commitments to our customers. This role will review orders backlog, sales forecasts, material availability and manufacturing capacity to coordinate and expedite the flow of materials according to production schedules. The Master Scheduler must be highly skilled at working with cross-functional departments to coordinate efforts and clear roadblocks which may interfere with the production schedule. The ideal candidate for this position should be experienced in scheduling and coordination within manufacturing operations, while possessing the ability to help drive on-time delivery of quality products to customers.

Specific Duties:

- Develop production schedules for main product assemblies, sub-assemblies, and associated accessories based on demand forecasts developed from the Sales team to deliver the correct configuration and quantity to support on-time customer delivery of product.
- Effectively manage delivery schedules, product mix requirements, work in process (WIP), available capacity, and finished goods inventory across multiple sites. Reallocate production based on availability and/or issues as needed between sites.
- Manage the short-term planning discussions to ensure inventory and capacity align with product mix demand.
- Provide input to the long-range planning horizon as part of the Sales and Operations Planning (S&OP) activities. Coordinate with Supply Chain and Manufacturing Operations to ensure material signals are in place and capacity is available to meet long term requirements.
- Collaborate with the Pre-Sales Support Team and the Logistics team to manage the identification and delivery of serialized product to correct end-user locations, while ensuring on-time delivery.
- Partner with engineering and purchasing teams to manage deviations and part changes to the standard material requirements for a given build.
- Work with Plant Managers to control materials usage, maintain inventory accuracy and ensure schedule conformance.
- Negotiate achievable production schedules that meet both internal and external requirements. Create and maintain an excellent working rapport with all stakeholders.
- Facilitate ERP modifications that affect scheduling parameters, work centers, and capacity models to ensure alignment of manufacturing processes and scheduling function.
- Participate in cross-functional teams focused on process improvements, Big Hit quotes, and supply chain development.
- Lead capacity/production meetings with production teams, sales, and operations to allocate production volume, mix, and resolve tactical issues as they arise. Identify potential issues and drive resolution to ensure no impact on On-Time Delivery of product. Modify production schedules and/or WIP to adjust as needed based on changes in customer requirements, delivery schedules, parts availability, ensuring buy-in and support from all stakeholders.
- Utilize various reports to anticipate issues and work with key stakeholders to mitigate future impacts.
- Work with Customer Support Representatives to establish appropriate promised shipment dates for new and/or revised customer orders.
- Monitor, coordinate, and expedite the status and flow of work within both manufacturing sites. Establish priorities for specific customer orders and revise schedules according to customer order requirements, established priorities and availability of production capacity and material.
- Coordinate with various support teams within the factory as needed to ensure in-bound and out-bound priorities to ensure successful execution of the planned production schedule.

- Facilitate the introduction of new products and prototypes by providing planning and scheduling support. Ensure successful implementation of new revisions of components or model numbers as part of the Engineering Change Notification process as well as the New Product Introduction and Business Development Team efforts.
- Foster global partnerships with US and Canadian manufacturing sites.
- Other Duties as assigned.

Job Qualifications:

Required:

- Bachelor's Degree in Manufacturing, Supply Chain Management, Business, or Engineering
- A minimum of 5 years of experience in a Manufacturing environment
- A minimum of 3 years of experience as a Master Scheduler for a technology product line in an ERP environment.
- Proficiency in Enterprise Resource Planning (ERP/MRP) software
- Strong attention to detail and solid analytical skills.
- Strong presentation and facilitation skills
- Ability to communicate in English
- Ability to travel commercially both domestically and internationally up to 20% of the time
- Excellent project management and leadership skills with demonstrated ability to manage short and long-term projects and priorities.
- Proficiency in Microsoft Office Suite products
- Exceptional interpersonal, listening, and communication skills both written and verbal
- Be able to make decisions and evaluations to determine the capacity of production and availability of materials
- Ability to influence others and lead small teams

Preferred:

- Professional certification in APICS-CPIM
- Six Sigma green belt or black belt preferred or equivalent Lean experience.
- A minimum of 3 years of experience in Material Management / Procurement
- Demonstrated ability to successfully facilitate cross-functional projects in a team based environment
- Experience with Infor SyteLine

Work Environment:

ADA Physical/Mental/Workplace Requirements

- Occasional lifting up to 25 lbs.
- Sitting, working at desk/personal computer for extended periods of time
- Primary work environment is both manufacturing production floor and professional corporate office

To apply for this position, please complete an [employment application](#) and send to careers@gorbel.com.

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