

**Title:** Production Scheduler/Planner

**Summary:**

To develop and manage the machine schedules for work centers within the Tactair facility, as well as perform planning functions of assigned product lines in support of customer order due dates.

**Responsibilities:**

- Coordinate the release and scheduling of shop orders to produce fabricated components and sub-assemblies as outlined by MRP action reports. Manages lot sizes of releases.
- Evaluate demand requirements against plant capacity limitations, facilitate solutions among supply chain partners (manufacturing, planning, purchasing, QC) and make recommendations to address short and mid-term capacity shortfalls and capacity surpluses to optimize machine utilization.
- Review and distribute production schedules; coordinate the processing and expedite the flow of work within or between departments according to the production schedule.
- Confer directly with Manager, Component Manufacturing to identify problems or bottlenecks; involve appropriate personnel to coordinate and reschedule production activities to resolve issues that may cause delays or disruptions.
  - Also confers with Mfg. Engineers, Shop Floor Group Leaders, Quality Dept., Master Scheduler and Production Planners to prioritize and expedite parts and to determine progress of work and completion dates.
- Compile and maintain various files with timely updates and distribute as needed. Review Sales inquiries/orders to determine schedules and commit ship dates based on lead-times and material availability.
- Review and implement Engineering Change Notices (ECN) and QAR (Quality Action Request) to ensure all components and assemblies are correctly manufactured and to the latest engineering revision.
- Plan, prepare, issue and control production schedules and coordinate material requirements to ensure a controlled flow of materials to meet production requirements.
- Examine documents, materials and monitors work processes, in order to assess completeness, accuracy and conformance to requirements.
- Advise management of the status of work in progress, material availability, and potential production problems to ensure that personnel, equipment and materials are provided as needed.
- Ascertain and maintain status of all responsible in-process components and assembly releases as well as their estimated completion dates. Provide completion dates for component and assemblies as required. May be required to develop charts for management outlining status of material.
- Participate and contribute production status to Production review meetings as required.

- Update database according to system and master schedule priorities to ensure information is current at all times.
- Perform other tasks as required.

**Qualifications:**

- High school degree required and some college desirable.
- Three to five years experience in production planning, master scheduling or shop scheduling in a machining environment.
- Must be computer literate and have a strong comprehension of MRP, shop scheduling software and capacity management techniques.
- Strong organizational, verbal, written and interpersonal skills.
- Able to work with all levels of personnel in a team environment.
- Must be detail-oriented and have excellent analytical and judgment skills.
- Fundamental knowledge of production processes or CPIM certification are a plus.
- Strong mathematical comprehension mandatory.
- Ability to follow duties and projects through to completion.

EEO/AA

M/F/V

US Citizen/Permanent Resident

**Lan Pham**

Human Resources Administrator

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