

Product Planning & Schedule Management: Manager, Production, Planning & Scheduling

Plans, prepares, issues and controls production schedules and coordinates with material requirements to ensure a controlled flow of approved materials timed to meet production requirements. Advises management of the status of work in progress, material availability and potential production problems to ensure that personnel, equipment, materials and services are provided as needed. Schedules equipment and personnel, confirms material supply and demands, prepares work orders or purchase requests for the production or purchase of components or parts based on a master production schedule, shop load and inventory requirements. Coordinates interdepartmental activity with quality assurance, manufacturing, purchasing, engineering, inventory control, traffic, etc.; schedules and expedites the movement of parts by means of move orders, stock transfers and requests for shipping orders.

Management Role

Accomplishes results through subordinate supervisors, or exempt specialist employees. Directs the following phases of the internal supply chain process within the Operations Planning & Control function: Demand Management, Material Planning, Master Production Scheduling, Capacity Planning, Stockroom & Inventory Control, MRP/ERP, MBOM Maintenance and Shipping & Receiving. Also participates in the planning and execution of Collaborative Manufacturing supply chain initiatives.

Policy and Strategy

Interprets and administers policies, processes and procedures that may affect sections and subordinate work areas.

Freedom to Act

Assignments are defined in terms of activities and objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact

Decisions have an impact on work processes and outcomes. Erroneous decisions or recommendations or failure to complete assignments normally result in serious delays and considerable expenditure of additional time, human resources and funds.

Liaison

Interacts frequently with internal personnel and outside representatives at various levels. Participates and presents at meetings with internal and external representatives. Interaction typically concerns resolution of operational and scheduling issues.

Operations Involvement/Direct Work Involvement

Responsible for all projects assigned to the organizational unit. Acts as an advisor to subordinate supervisors or staff members to help meet established schedules or resolve technical or operational problems. Directly participates in establishing and administering many centralized functional projects. Submits and administers budget schedules and performance standards.

Minimum Education and Experience

Bachelor's Degree in Supply Chain, Business or a related field and 10+ years of diverse professional experience in all areas of Supply Chain which may include 5+ years of managing respective area. Master's Degree preferred. APICS certification desirable.