

Production & Scheduling Specialist: Production & Scheduling Specialist I

Coordinate all functions required to support Operations efforts for projects that are assigned. Participate in the development of program/project plans in sufficient detail to provide the capability of monitoring functional performance by use of time phased major milestones. 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.

Knowledge

Limited use and/or application of basic Production Planning & Scheduling and Project Management principles, theories, and concepts. Limited knowledge of industry practices and standards.

Problem Solving

Solves routine problems of limited scope and complexity by following established policies and procedures.

Discretion/Latitude

Work is closely supervised. Follows specific detailed instructions.

Impact

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

Liaison

Contacts are primarily with immediate supervisor and other personnel in the section or group.

Work Products (Examples may include but are not limited to)

Plan and coordinate inter-functional activities to provide on-time schedule performance in support of the business areas. Working knowledge of MRP/ERP systems, manufacturing and supply chain processes. Usage of Microsoft Office products.

Minimum Education and Experience

1+ Years directly related experience with Professional Certification (APICS), Associates Degree or equivalent in Technical, Business or related field. Basic MS Word, PowerPoint and Excel skills.