

# Production & Scheduling Specialist: Production & Scheduling Specialist II

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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**

Frequent use and general knowledge of industry practices, techniques, and standards. General application of Production Planning & Scheduling and Project Management concepts, and principles.

## **Problem Solving**

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

## **Discretion/Latitude**

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

## **Impact**

Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

## **Liaison**

Frequent internal company and external contacts. Represents organization on specific projects.

## **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**

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