

# Production & Scheduling Specialist: Sr. Production & Scheduling Specialist

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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**

Contributes to the development of new Production Planning & Scheduling and Project Management concepts, techniques, and standards. Considered expert in field within the organization.

## **Problem Solving**

Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

## **Discretion/Latitude**

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

## **Impact**

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

## **Liaison**

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives. Negotiate and purchase materials/services in accordance with established policies and procedures to meet contract requirements.

## **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**

10+ Years directly related experience with Bachelor's Degree in Technical, Business or related field. Professional Certification (APICS) desired. Advanced MS Word, PowerPoint and Excel skills. At least 1 year of supervisory experience desired.