



Master Scheduler

Job Description

Responsible for creating and owning a valid master schedule for material and capacities that comprehends demand, plant leveling and constraints, product lead times, service goals and inventory goals. Ensure on-time and efficient deliveries of final product with zero downtime. Must possess knowledge of the ISO Quality Policy and specific SOP'S in relation to this position. This position reports to the Director of Supply Chain.

Responsibilities and Duties

- Develop and deploy a level loaded production schedule that supports customer demand while optimizing inventory levels.
- Maintain Production Resource Calendars to ensure CRP accuracy. Create and maintain a valid Capacity Requirements Plan, supporting the Master Schedule. Review capacity performance and recommend necessary changes as needed.
- When significant changes occur in either the master schedule or manufacturing capability/capacity, conduct rough cut capacity plan before finalizing the master schedule. (GOAL)
- Participate in continuous improvement of Planning and Control systems.
- Work with Purchasing and Management to provide solutions to problems in meeting the Material Plan in order to ensure that the Master Schedule is achieved.
- Develop Master Scheduling business process; establish planning cycle and time horizons. (GOAL)
- Compile and report monthly schedule metrics.
- Effectively communicate scheduling exceptions to Sales and Operations.
- Resolve demand, supply, and capacity issues.
- Responsible for the accurate and timely issuance of work orders to manufacturing.
- Responsible for maintaining accurate WIP inventory counts, and maintaining minimum WIP inventory levels sufficient to meet customer and production needs.
- Responsible for the leadership, supervision and coordination of activities of the planning organization.
- Hire, train, coach and review employees, set clear expectations and evaluate performance in a timely manner against those expectations.



- Ensure that all staff are properly trained according to ISO standards and all training forms are completed and filed in a timely basis.
- Assess strengths and development needs of direct reports and provide feedback, give input into development plans and provide opportunities for growth and learning.
- Develop a high performing planning team by cross functional training.

Requirements

- Bachelors Degree and a minimum of 5 years relevant experience.
- APICS Certification required.
- Excellent knowledge of manufacturing process from planning through delivery theories, processes and practices.
- Minimum three years manufacturing experience in a similar industry is desired.
- Strong information technology skills and aptitude. Experience with MRP systems,
- Microsoft office applications, primarily Word and Excel.
- Excellent demonstrated verbal and written communication skills.
- Excellent demonstrated analytical, critical thinking and strategic skills.
- Ability to perform multi-faceted projects in a rapidly changing environment.
- Highly skilled in data analysis and manipulation.
- Exceptional organizational skills, attention to detail and ability to simultaneously manage multiple projects and priorities.
- General knowledge of Lean Manufacturing, Theory of Constraints and cell manufacturing.

Company Expectations

- Perform quality work within deadlines with or without direct supervision.
- Is in attendance at work for the hours scheduled, gives advance notice of days away from work, and keeps unscheduled absences to a minimum.
- Complete work independently while understanding the necessity for communicating and coordinating work efforts with other co-workers and management.
- Understand All Flex's Quality Policy, and implements it in all processes.