



JOB DESCRIPTION

Job Title: Master Planner & Scheduler

Exemption Status: Exempt

Department: Planning

Job Specifications:

EDUCATION	4 Year Degree, preferred
JOB RELATED EXPERIENCE	5-7 Years
SUPERVISION GIVEN	1 F.T.E.
SUPERVISION RECEIVED	Finance Manager

Job Summary: The Master Planner and Scheduler will balance supply and demand at the mix level specializing in implementing best practices. Responsible for creating, executing, and monitoring a scheduling management system.

Job Duties and Responsibilities include the following:

1. Serves as a primary point of contact for and liaison with sales, engineering, manufacturing, and logistics
2. Collaborates with these departments to establish schedules and plans that allocate available resources to best serve customer needs
3. Schedule demand based on the product mix and provide accurate lead times to sales department
4. Assemble master schedule reporting regarding performance to the business plan, the shipment plan, the inventory plan, and the production plan
5. Manage load leveling and bottlenecks for more accurate scheduling
6. Analyze and report production hours through work centers
7. Establish, measure, monitor and adjust capacity levels to execute all manufacturing schedules
8. Determine available capacity before planned orders are released
9. Engage in capacity management during sales and operations planning and forecasting
10. Collaborates with purchasing to periodically compare current and anticipated orders with available inventory of raw materials; uses judgment to anticipate demand for and communicate additional supplies needed
11. Integrates sales orders with master schedule; coordinates availability of equipment and staff as needed to meet delivery dates
12. Alerts appropriate staff of master schedule changes or delays
13. Participates in periodic forecasting meetings with sales and other related departments; leads additional planning meetings with sales, purchasing, production, and shipping
14. Assists with capacity requirements during the annual operating plan
15. Plans/recommends changes in capacity to hit target levels
16. Sets up and maintains work center and work groups in ERP system
17. Reports on-time delivery
18. Performs other related duties, as required

Required Skills/Abilities:

- Strategic thinker, strong analytical skills, able to synthesize considerable and complex data
- Be capable of utilizing spreadsheet and ERP-type software in managing the planning process
- Proven organizational, project management and leadership skills
- Change Agent – skill with enabling change and strong influencing abilities
- Exceptional interpersonal/written communication skills; can effectively interact with all levels of management
- Strong PC skills (Excel, Powerpoint, Word, Access)
- Team player; able to work well across business operations and develop strong business teams
- Ability to work on multiple projects with limited direction

- Thorough understanding of operations and supply chain logistics

Education and Experience:

- Bachelor's degree in a related field required
- At least five years of related experience required
- Experience using production planning systems
- APICS Certified in Production and Inventory Management (CPIM) preferred

Supervisory Responsibility:

This position manages all employees of the department and is responsible for the performance management and hiring of the employees within that department.