

Manufacturing Scheduler Job Description

Duties and Responsibilities:

- Carry out planning and coordination of production schedules
- Supervise schedules and workflow to ensure that deliveries are made in a timely manner
- Perform pre-organization of production materials before the commencement of production
- Coordinate and develop production plans with the company's management team
- Create efficient scheduling processes or methods so as to attain production goals
- Place orders for production materials so as to avoid shortage in inventory
- Generate production reports that are meant to be used for important (production) decisions
- Perform supervision of routine checks and maintenance of production equipment to avoid shut down during production
- Organize job training for staff in order to attain production objectives
- Solve problems that have to do with material shortage in a timely manner
- Handle all production issues in a way that it doesn't hinder production and delivery.

Manufacturing Scheduler Requirements – Skills, Knowledge, and Abilities

- Excellent communication skills on all fronts (listening and speaking)
- Must possess good interpersonal skills to be able to get along well with other workers (cohesion)
- Must have good coordination and organizational abilities. This is needed in a bid to always deliver products on time to customers

- Must display a high level of good leadership qualities
- Must have good time management abilities
- Must understand the basics of customer care
- Willingness to work as part of a team or even lead a team when called upon
- Ability to multitask if need be and display flexibility while carrying out duties
- Must have a basic knowledge of computer software and operation
- Must be familiar with logistics planning software
- A Bachelor's degree in supply chain management or any related discipline
- A minimum of 2 years working experience in a similar position.