

# Master Scheduler Job Description

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## **Duties and Responsibilities:**

- Create and/or organize a production schedule on a daily basis and also make sure that every output (level) is recorded appropriately in the correct system
- Work hand-in-hand with other employees to make sure that all issues that are related to scheduling are properly handled and resolved
- Work closely with vendors so as to make sure that the company's supply needs are adequately met in a timely manner
- Rectify and/or reconcile differences and inaccuracies that have to do with shipment and deliveries to customers
- Make sure schedules are given to employees in a timely fashion and that any distortions in the company's schedule are accounted for always
- Ensure that every employee involved in the production process has a clear understanding of what is required to meet the order and needs of customers
- Maintain different reporting systems to make sure that all forms of documentation are accurate and also timely.

## **Master Scheduler Requirements – Skills, Knowledge, and Abilities**

- Must have excellent communication skills so as to be able to pass the necessary information to both customers and employees
- Must be able to work in a team environment cordially and effectively, as well as having the ability to lead a team if required to
- Must have excellent interpersonal skills and be able to relate respectfully, cordially, and freely with people (customers, employees, and vendors inclusive)
- Must have good leadership abilities
- Must be able to motivate other employees when needed
- Must exhibit a high level of flexibility and an ability to multi-task at all times

- Must be able to work with little or no supervision
- Must possess good reasoning and problem-solving abilities
- Must have the ability to work as a 'link person' or middle person amongst customers, employees, and vendors
- Must possess at least a basic knowledge of supply chain activities
- Must have good time management ability so as to be able to meet up with orders and schedules
- Must be able to make use of different data base programs especially Microsoft Excel
- Must have a degree in business administration or any other field that has to do with supply-chain
- A minimum of 3 years working experience in a similar position
- Must possess the required certification needed in fields like supply chain, project management, or business management.