

Production Scheduler Job Description

Duties and Responsibilities:

- Create, monitor and analyze production schedules in accordance with the standard best practice for managers
- Schedule the production process and departmental activities relating to material, employee, and equipment availability
- Monitor production process, workflow, and schedules to ensure on-time delivery
- Efficiently assign production to minimize company costs and meet delivery deadlines
- Review production specifications, identify, and report plant capacity constraints
- Resolve production, manpower and material shortage problems quickly in an order of priority
- Work with the manager to execute and implement process improvements
- Ensure that materials and equipment are pre-arranged for production
- Work with managers to develop potential solutions to improve production performance
- Coordinate with production, purchasing, and finance teams to develop and maintain scheduling parameters
- Order and stock adequate materials to avoid future shortages
- Schedule training programs for staff to develop themselves on the job and meet production goals
- Oversee routine equipment maintenance and repairs to avoid outages and during production process
- Generate daily or weekly production reports to managers for critical decision-making purposes
- Develop production schedules in accordance with sales forecast, plant, and employee capacity, and new business opportunities.

Production Scheduler Requirements – Skills, Knowledge, and Abilities

- Minimum of a year work experience as a production scheduler or in a similar position in the production industry
- Strong communication skills – written and verbal
- Strong analytical, leadership, and planning skills
- Ability to multi-task and work under pressure in a fast-paced environment
- Proficiency in word processing and spreadsheet applications
- Attention to details
- Excellent organizational and time management skills
- Good work ethics
- Ability to work effectively as part of a team and also take independent initiatives when the need arises.