



Job Title: Production Scheduler
Reports to: Production Manager
FLSA Status: Non-Exempt

Position Description:

Production schedulers determine and set daily, weekly, and monthly manufacturing schedules in a wide variety of industries. This role requires superior organization and planning skills, since production schedulers examine customer orders, available staff and inventory, and machinery capabilities to effectively set and manage production schedules, often for multiple lines at once.

In addition, production schedulers monitor manufacturing performance and actively adjust schedules in response to equipment failures or supply shortages. They also identify opportunities to make processes more efficient and cut down on production costs through more effective scheduling.

Major Responsibilities Include:

- **Modify Production Schedules** - In addition to developing the initial manufacturing schedules, the production scheduler adjusts based on changing conditions within the manufacturing pipeline.
- **Enhance Internal Processes**-The production scheduler identifies opportunities to improve the manufacturing or production process through more effective schedule management
- **Prepare Production Reports**-Production schedulers also prepare reports outlining production activities and effectiveness. They may provide these reports to plant managers or company leadership, depending on the size of the organization. These reports typically compare expected production levels to actual output, identify areas for improvement, and propose changes to internal processes to enhance production efficiency and support effective manufacturing processes.
- **Develop Production Schedule** - The primary responsibility of the production scheduler is determining daily, weekly, or monthly production activities based on a variety of factors. While developing a schedule, the production scheduler may examine work orders or customer requests, expected delivery dates, plant personnel and equipment capabilities, and inventory availability. The production scheduler then balances these elements to create an actionable and efficient production schedule.

Other duties: As Assigned

Educational/Experience Requirements: Two-year degree preferred or previous work experience.

Experience/Technical/Other Skills Requirements:

- Prior quality experience working in electronics background is a plus.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.

Physical Demands:

The candidate is regularly required to sit, use hands and arms to reach and lift up to 30 pounds. The employee is frequently required to stand and walk. Specific vision abilities required include close vision, distance vision, depth perception and ability to adjust focus. Ability to handle small hand tools, power tools, and operate all production equipment. Must be able to perform same duties that all production personnel perform.

This position may require exposure to information, which is subject to US export control regulations, i.e. the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR). All applicants must be U.S. persons within the meaning of U.S. regulations.