



Scheduler – West Facility

Summary:

Under the direction of the Manufacturing Manager, the Scheduler releases work orders and schedules production processes to be completed for on time shipping.

Position: Full Time/Part Time

Essential Duties and Responsibilities

This list of duties and responsibilities is not inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

1. Communicate between purchasing, customer service, production and shipping to process orders efficiently
2. Prepare and participate in meetings regarding production schedule and shipping delays
3. Use production planners through MRP to release, prioritize & distribute work orders
4. Collect and close work orders accurately to ensure ability to ship orders complete
5. Organize and control distribution of items in overstock
6. Assist Production Scheduler II in managing production planning
7. Participate in cross functional teams to ensure continuous, on-going improvement of processes, methods, productivity and quality while reducing costs
8. Comply with all quality, safety and sanitation regulations
9. Perform other duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Requires a high school diploma or GED.

Language Skills

Ability to read and interpret work orders and various other documents. Ability to write routine reports and business correspondence. Ability to speak effectively to customers or employees of the organization.

Reasoning Ability

Ability to apply commonsense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or touch objects, tools, or controls. The employee frequently is required to talk or hear. The employee is regularly required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds, usually waist high, up to 50 feet away. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The employee is seldom exposed to fluctuations in temperature and risk of electrical shock. The noise level in the work environment varies by department.

Interested Parties:

Interested parties should apply via our website: mwicomponents.com/apply

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