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# Example of Master Scheduler Job Description

Our growing company is hiring for a master scheduler. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for master scheduler

* Conduct monthly Sales Inventory Operations Planning meetings prior to publishing a master schedule in which significant changes have occurred
* Continually look for ways to improve processes within Planning
* Responsible for creating manufacturing production orders, determining the sequence of picking kits, material allocations and reconciliation of completed production orders
* Participate on the ECO CCB to ensure the appropriate implementation, action and communication of changes to the materials team and the impact to orders and backlog
* Has the ability to adequately act as a liaison between vendors, customers and laborers other departments within the company
* Review material shortages, stock outages, Kan Ban sizes and safety stock levels while working with Suppliers, Sr
* Creates a MPS that satisfies customer demand with optimum inventory levels and resource utilization
* Maintains linkage between non-recurring product development projects efforts and MPS requirements
* Follows up on actual vs schedule production and prepares work order completion reports, working in conjunction with manufacturing department
* Lead and coordinate schedulers

## Qualifications for master scheduler

* Certification in A Strong working knowledge of Microsoft Office, spreadsheet and scheduling software required
* BS/BA degree in business, supply chain or engineering discipline or equivalent work experience
* Knowledge of Companys markets, customers, product lines and mfg
* Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures pr governmental regulations
* 3+ years of experience as a project scheduler, maintaining responsibility for creating and updating project schedules, working with team and project leads to schedule resources, tracking progress, developing reports, and briefing project schedule status
* Knowledge of the application of Earned Value Management techniques