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# Example of Master Scheduler Job Description

Our company is looking for a master scheduler. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for master scheduler

* Create a master schedule that can be used for detailed material/capacity planning financial planning
* Actively participate in Sales & Operations Planning, helping to set priorities when demand outstrips capacity
* Serve as a master scheduler for ERP production planning and scheduling modules
* Play key role in defining correct run rates for the various US product lines in Mexico by gathering input and providing key load data at weekly load meetings
* Perform all scheduling tasks for MV US engineering
* Schedules all ANSI product lines in the QRO factory any trading items purchased from 3rd Parties (project Tracker)
* Level load all component orders to assure adequate capacity exists to meet all business segment requirements
* Work closely with FabQ OM to assure Business Unit master schedule and factory prefab schedule are aligned with Project Tracker (automatic feed from M Tool should be goal)
* Work closely with MV Mexico leadership, FabQ leadership, and US leadership to assure total plant capacity meets the needs of all NAFTA businesses
* A major function is to develop a plan with the New countries on how we integrate new countries into our company to avoid disruption

## Qualifications for master scheduler

* Completed Bachelor degree
* Minimum 5 years’ experience working as a planner, scheduler, production control, or buyer within a manufacturing environment
* Demonstrate experience in IMS development within DoD environment
* Proven working knowledge and understanding of cost and schedule project management systems
* Demonstrate Earned Value Management System (EVMS) experience
* Demonstrate Critical Path Methodology (CPM) knowledge