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# Example of Planner/Scheduler Job Description

Our growing company is hiring for a planner/scheduler. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for planner/scheduler

* Interfaces heavily with production management, materials group, and shop floor personnel
* Work daily with Primavera P6 scheduling program to prepare engineering and procurement schedules for Rail Systems projects
* Collaboratively conduct reviews with all internal and external stakeholders, to ensure plans are realistic and achievable
* Defines and implements the procedure for obtaining shipment forecast from Marketing
* Performs analysis on historical usage of products, defines and implements planning methods, safety stock, Min/Max policy and sourcing rules to yield higher inventory turns and increase supply chain flexibility
* Monitors closely the supply and proactively proposes alternatives when needed
* Assists NPI team in calculating the cost impact of engineering change as defined by the Engineering Change Notice (ECN) taking the impact on Excess and Obsolete into account
* Owns the workflows in PIM for product sustaining
* Coordinates with the New Product Introduction (NPI) department to bring new products into production
* Creates/generates various department reports and metrics as needed

## Qualifications for planner/scheduler

* Associate’s degree (AA) from 2-year College or technical school in Engineering, Business Management or related field
* 5 years experience with planning and scheduling of maintenance activities in a pharmaceutical or other regulated industry with adequate trade knowledge to set priorities, estimate labor hours and materials
* Coordinates delivery dates daily for demand filter holds for the assigned product line
* Bachelor’s degree in Construction, Quantity Surveying or a related field
* Proficiency in Primavera scheduling products is a plus
* Must thoroughly understand and utilize Information Technology in the performance of work including Internet, Intranet, Microsoft Windows OS, Adobe Acrobat, Microsoft Office Suite