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# Example of Planning Scheduler Job Description

Our company is searching for experienced candidates for the position of planning 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 planning scheduler

* May verify the accuracy of warehousing invoices
* Ensure the effective planning and scheduling of all production lines
* Manage inventory of finished goods, wip and raw materials to ensure adequate stock to support production schedules and customer orders
* Plan raw material requirements using mrp as appropriate
* Create and generate reports and performance analyses including out-of-stock, days of supply, aging inventories and other analyses to facilitate cost, working capital and service improvements
* Determine inventory management strategies, inventory management and control processes and lead the work to minimize material obsolescence and purge obsolete inventory from the system
* Analyze and report production schedule adherence, customer service performance (OTIF), other appropriate supply chain performance metrics
* Utilize planning meetings and tools to ensure appropriate communication to all internal and external stakeholders
* Ensure all inventories are accurate and reconciled
* Responsible for Safety awareness, training and ergonomic practices in the Office area

## Qualifications for planning scheduler

* This job requires a current, active Top Secret Clearance with polygraph
* Demonstrated ability in scheduling activities within Primavera applications, preferably P6
* Significant plant maintenance experience, preferably in both maintenance and planning
* Diverse experience with other utilities, construction, or other industries beneficial
* Ability to apply sound judgment to personnel and technical issues
* Strong computer skills and expertise in usage of Excel, Access, Microsoft Word, Microsoft Project