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# Example of Planning Scheduler Job Description

Our growing company is hiring for a planning scheduler. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for planning scheduler

* He is in charge of the initial review of the orders of work entering, including the identification of the range and the analysis of the degree of necessary planning
* He carries out examinations on the floor in order to identify and document the necessary ones, the possible hazards related to the realization of work
* He coordinates and communicates clearly on the critical stages of the process with the technical managers, the persons in charge of production, quality responsible and the technicians
* He measures and documents the respect of planning every week
* He studies new means of improving it, in particular by optimizing the use of the resources and the coordination of the production activities (LOTTO, Decontamination, Cleaning…)
* He takes part in the stops programmed by managing the identification and the control of the planning range
* Ensure appropriate raw material ordering and receiving in a cost efficient
* Coordinate overall Pilot Plant calendar, including batch records, support documentation, cleaning schedule, maintenance downtime, and meetings
* Work with Product Development Scientists to schedule Pilot Plant trials
* Work with/direct Pilot Plant Operators to satisfy schedule

## Qualifications for planning scheduler

* 5 years or more years of MRP/PC operations
* Ensure major Projects and Programs Integrated Master Schedules (IMS) and plans are horizontally and vertically integrated across company functional groups including finance, engineering, material and manufacturing
* Current approved SSBI (Single Scope Background Investigation) is required in order to start
* Current, active Top Secret/SCI clearance with Polygraph
* Current, active Secret level security clearance is required
* 2 years of professional experience in scheduling events and/or meetings