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# Example of Production Scheduler Job Description

Our innovative and growing company is hiring for a production 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 production scheduler

* Analyze production specifications and plant capacity data and perform mathematical calcualations to determine manufacturing processes, tools, and human resource requirements
* Plan and schedule workflow for each department and operation according to previously established manufacturing sequences and lead times
* Plan sequence of fabrication, assembly, installation, and other manufacturing operations for guidance of production workers
* Coordinates manufacturing activities
* Good knowledge of scheduling and supply chain processes with
* Work with Manufacturing Line Manager(s), Purchasing, and Inventory Control to recommend long term resolutions to shortages due to lack of material control on the production floor
* Work with Production to re-sequence/reschedule contracts that cannot be manufactured as originally planned
* Attend the daily production meeting
* Provide CLC data analysis as needed
* Responsible for the component planning in support of PRO process (Production reject orders)

## Qualifications for production scheduler

* Knowledge of production lead times
* Lean/Continuous Improvement Qualifications advantageous.Production Planning
* Support Value stream improvements by Identifying root cause failure modes for late release of Work in progress
* Familiarity with ERP/MRP systems required
* Familiarity with quality and cGMP standards preferred
* Ability to accomplish goals and tasks with teams through teamwork