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# Example of Production Scheduler Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of production scheduler. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for production scheduler

* Tracks project milestones to ensure projects are monitored and controlled to maintain schedules and forecasts
* Tracks and monitors exceptions and critical path items that may affect schedule
* Monitors projects to track progress to ensure target ship dates are met
* Coordinates with Sales and project team on expedited and outage related projects
* Interacts with engineering, project managers, production, QC, QA as needed
* Loads new projects into project management system
* Maintains projects in the ERP system
* Tracks all open work orders on the production floor
* Evaluates scope of work for new RFQs to provide schedules to inside sales department
* Reports all progress to the Scheduling Manager and Leadership Team

## Qualifications for production scheduler

* Working knowledge and expertise in various material replenishment systems – kanban card, two bin, reorder point, min-max
* This is a full time permanent position
* Receive and schedule coils to maximize productivity of cut to length lines for hot rolled sheet and plate
* Attention to detail with ability to work under pressure
* Supports and provides coverage as necessary to other planner/schedulers
* Process all work orders daily-this includes creating kit paperwork and scheduling the production of the ordered assembly