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# Example of Scheduler Production Job Description

Our company is looking for a scheduler production. 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 scheduler production

* Identify and close safety issues (suggestions, inspection and investigation findings) and their corrective actions
* Understand and adhere to current quality and control policies
* Attendance on the job is essential
* Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications Review documents such as production schedules, work orders, and staffing tables to determine personnel and material requirements and material priorities
* Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales and production
* Confer with establishment personnel, vendors, and customers to coordinate production and shipping activities to resolve complaints and/or eliminate delays
* Record production data, including volume produced, consumption of raw materials, and quality control measures
* Compile information, such as production rates and progress, materials inventories, materials used and customer information
* Distribute production schedules and work orders to plant departments
* Plan production commitments and timetables for business units, specific programs, and/or jobs using sales forecasts

## Qualifications for scheduler production

* Establish and prepare product construction directions and locations, and information on required tools, material and equipment, workers needed and cost projections
* Compile and prepare documentation related to production sequences, transportation, personnel schedules, purchasing, maintenance and repair orders
* Provide documentation and information to account for delays, difficulties, and changes to cost estimates
* Execution of alternative scheduling methodologies where necessary
* Identification and mitigation of stock at risk and working with key support functions in processing any inventory write off requests
* Determines material requirements to prepare the production schedule