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# Example of Scheduler Production Job Description

Our company is growing rapidly and is hiring for a scheduler production. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for scheduler production

* Ensure that shipments made are routed to the correct destination, the creation and maintenance of Sales Orders if that duty is placed on the Planner
* Manage the Deviation/ECN/Purge processes
* Understand all product production flow
* Maintain handbook on position by workcell
* Continuous coordination and follow up with the workcell team
* Prepares production reports on plant activity
* Daily review with Order Management and Material Planning of scheduled customer orders and pro-actively work issues
* Track the OTTR (on-time-to-request) delivery performance metric weekly and analyze the root causes of issues arising
* This position reviews shortages, prioritises orders in line with the customer requirements and works closely with the sourcing team to highlight parts supply issues for focused attention
* Identifying root cause failure modes for future improvement opportunities

## Qualifications for scheduler production

* Bachelor’s degree or Diploma qualification is preferred
* APICS certification, Inventory Control, and experience preferred
* Bachelor’s degree – economic or technical
* Experience in a similar position will be an advantage
* Communication and organizing skills
* A minimum of 3 (three) years of experience in the supply chain field or related field