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# Example of Scheduler Production Job Description

Our growing company is looking to fill the role of scheduler production. 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 scheduler production

* Monitor inventory transactions to assure material is being processed in an accurate and timely manner
* Work with purchasing on optimum vender sourcing, new material contracts
* To establish Wrapping Materials Requirements for the Zambia Operations, maintenance of MRP data integrity and inventory control parameters and review action messages to ensure stability of the Production schedule ensuring that it optimizes Capacity and Resources inputs (WMs and CRT)
* Continuously improve customer satisfaction for assigned work centers through consistently meeting customer demand targets, inventory levels, and raw material planning
* Identify complex problems, review related information to develop and evaluate options with intent to implement solutions
* Create positive relationships with team members
* Support global effort to cleanse ERP data
* Have the ability to learn and schedule entire plant in a complex/fast paced environment
* Electronic scanning of company records
* May learn additional skills in processing departments to help with priority orders

## Qualifications for scheduler production

* Knowledge of fundamental Supply Chain Planning principles, specifically those applied to production scheduling
* Minimum of three (3) years of relevant experience in scheduling, materials management, or manufacturing preferred
* Strong knowledge of manufacturing policies and production control process
* Background in supply chain, inventory management, purchasing or logistics is a plus
* Experience in a Lean environment - World Class Manufacturing, Lean principles, is preferred
* Understand all areas of manufacturing processes used – print, packaging, assembly and digital print