



Example of Planning Scheduler Job Description

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Our company is searching for experienced candidates for the position of planning scheduler. 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 planning scheduler

- Prepare "hot" list for Coater, Dyeing, Re-inspect, QC, and First Inspection daily for orders that must be expedited through the manufacturing and QC processes
- Responsible for developing proposal plans and schedules, develop the baseline execution schedules, maintain the in-work schedules and perform critical path analysis and what-if planning in conjunction with the program managers
- Participate all aspects of IP&S activities for the programs assigned to their team
- Execute the following roles to provide actionable, value added products to their customers
- Work as a professional engineer within the company
- In a vaccine bulk production building, in the technical service after sales, the manager shutdown will have as a role the management of the shutdown and the effective planning of the whole of the maintenance actions
- He in the short and long term ensures the coordination of the interventions and interactions between maintenance, the validation, engineering, the shared Services, laboratories central C&M and the production
- Lead meetings of preparation and execution of the shutdown with the all the stakeholders
- Identifies and discusses the items blocking with the teams
- By his action, he guarantees the good execution of the obligatory

Qualifications for planning scheduler

- Bachelor's degree in Business Management, Industrial Engineering, Finance, Accounting, Operations Management, Mathematics, Computer Science or related field with 6 years' professional related experience -OR - a Master's degree with 4 years of professional related experience
- Understanding of scheduling "best practices" per PMI or ANSI
- Use appropriate interpersonal styles and methods to inspire and guide individuals (peers and superiors) toward goal achievement
- Minimum of 2 years experience working in a call center environment or similar environment required, with 1 year of Workforce Management experience preferred
- Advanced skills in Microsoft Project and Excel (VBA/Macros/Formulas)
- Capable of working independently in a high paced integration environment