



Example of Scheduling Manager Job Description

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Our innovative and growing company is looking for a scheduling manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for scheduling manager

- Monitor design, subcontract and direct hire work progress
- Leads and directs the Production Scheduling team to obtain optimum productivity, while reaching the department goals
- Optimizes Production Scheduling costs while maintaining budget goals
- Directs the team activities to meet company requirements
- Manages crisis resolution to ensure continuous flow of production scheduling, under designated budget
- Manages receiving, in-plant warehouse and shipping for facility
- The primary duties of this job require management of business or department, supervising two (2) or more full-time employees (or equivalent)
- Analyze Divisional annual objectives, forecasts, sales orders, inventory levels, and plant floor to develop and manage weekly and monthly production plans
- Coordinate with Supply Chain Manager, Purchasing, Master Scheduler and/or Inside Sales Manager to adjust schedules for customer inaccuracies or issues
- Participate in executive level S&OP processes, drive the Operations section of the S&OP process

Qualifications for scheduling manager

- Willing to learn new skills, innovative able to work under pressure
- Ottawa based role
- Provide timely feedback to project and business group management
- Supervise the development, approval, and issuance of client and internal

- Proficient with Microsoft Project, Excel (Pivot tables,) and familiar with Earned Value tools (MPM, Cobra)
- Demonstrated people leadership experience through direct leadership or coaching/mentoring roles