



Example of Scheduling Supervisor Job Description

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Our company is searching for experienced candidates for the position of scheduling supervisor. 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 scheduling supervisor

- Continuously striving to increase percentage of team members receiving bonus by encouraging and providing the necessary tools to improve quality and production
- Will handle any and all escalated calls immediately
- Will work additional hours and/or different shifts, including weekends, when business needs arise
- Able to motivate employees to achieve results
- Creates/executes MPS objectives, meeting MPS commitments and working within the guidelines of MPS
- Maintain accurate records of grid edit data, errors with the solutions
- Provides daily support/mentoring/training to new hires existing PSC staff
- Responsible for the monitoring of daily activity and completion of performance and metric reports such as financial clearance reports
- The Scheduling Supervisor has direct oversight and management of the schedulers
- The Supervisor participates as an active member of the scheduling department and will have a working knowledge of all the responsibilities of the schedulers

Qualifications for scheduling supervisor

- Proven experience in this role in an automotive manufacturing environment

- Five (5) plus years' experience in Production, Inventory Control, Purchasing, and/or Customer Service
- Direct experience in supervising
- Strong analytical skills, organizational, and administrative skills are essential
- Managing Execution - Strives for perfect quality on all orders from preproduction through post production