**Scheduler**

The Scheduler creates timely, effective, and accurate production schedules for the company, and suppliers, using ERP to meet required customer delivery requirements.

**Scheduler Responsibilities:**

* Evaluate customer order requirements to create suitable production schedules. This will involve several sequential operations factoring plant capacity, delivery requests, labour.  
  equipment and forecasted customer demand.
* Communicate schedule, changes to schedule to all stakeholders of the production planning process to ensure timely and relevant information is provided to meet production plan.
* Monitor productivity and job schedule throughout the day. Adjust production schedule and notify the team of any deviations.
* Promptly addresses and resolves production issues to minimize delays in production.
* Coordinates and executes impact analysis of engineering / customer changes as it pertains to production.
* Lead solution driven team meetings with the supporting teams; Manufacturing, Quality, Engineering, etc.
* Works with various production and support departments to drive improvements to delivery performance and inventory accuracy.
* Continuous development/improvement of ERP system as it pertains to production.
* Work closely with vendors so as to make sure that the company’s supply needs are adequately met in a timely manner.
* Reviews and tracks all supplier delivery performance issues.
* Escalate to leadership when support is needed.
* When required, additional roles and responsibilities may be assigned at the discretion of management.

**Scheduler Requirements:**

* Must be able to prioritize and perform multiple tasks in a busy environment. Strong sense of ownership and accountability.
* 5 years of related work experience in lean manufacturing, inventory management and scheduling.
* Experience working as part of a cross functional team with a demonstrated ability to work collaboratively to resolve issues with strong influencing, diplomacy, and partnering skills.
* Proficient in data analysis and report generation.
* Excellent working knowledge of ERP systems and MS Office.
* Excellent communication skills, both verbal and written, with a positive, proactive customer service mindset.
* Excellent mathematical, analytical, and organizational skills.
* Completion of related post-secondary education, Supply Chain Management or Materials Management is preferred.