

Atlas HR and Staffing

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Production Planner/ Scheduler

Description

As a Production Scheduler your duties will entail planning, scheduling coordinating and/or monitoring the flow of products through the complete production cycle. The production scheduler is also responsible for providing timely planning and scheduling of manufacturing work orders to the manufacturing floor in order to achieve both internal financial goals and customer deliver dates.

Responsibilities

- Review open sales orders to determine customer requirements
- Manage supply inventory and purchases
- Expedite suppliers purchase orders if required
- Utilize Nutware system
- Notify Sales of any schedule impacts to customers
- Coordinate/expedite manufacturing builds to ensure schedules are achieved
- Completes status reports, such as daily production and order ready dates
- Exercises judgment within defined procedures and practices to determine appropriate action.
- Performs other duties as required

Qualifications

- Production and Processing – Knowledge of raw materials, production processes, quality control
 - other techniques for maximizing scheduling and shipment of orders
 - Ability to interact well with internal and external customers.
 - Ability to read write and communicate effectively in English.
 - Proficient use of computer systems and software applications.
 - Experience in a related industry
 - Excellent communications skills
- *Wage is negotiable depending on experience for qualified candidate, starting at \$20 per hour.

Hiring organization

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Employment Type

Full-time

Base Salary

\$ 20.00

Date posted

October 26, 2023

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