

MASTER SCHEDULER

Position Summary/Objective

This position plays a key role in organizing the Wire Mill flow, output, capacity, and labor. This person will help to create and track monthly schedules and output to ensure we are able to meet our monthly customer commitments. They will assist in maintaining the proper flow of copper into the facility and communicating with the appropriate internal customers on when their conductor will be available for the next steps in the manufacturing process. The position will be responsible for releasing and managing work orders and communicating with various departments for labor prioritization and daily, weekly, and monthly targets.

Essential Functions

- Schedule plant to utilize available capacity and meet customer needs most efficiently
- Evaluate plant capacity available to be prepared for spikes in demand and offload equipment
- Release and maintain work orders to ensure proper systems are in place
- Maintain or correct issues in the ERP system to assist in planning and capacity management
- Communicate through various means (email, presentations, etc.) the state of the wire mill and next steps to meet customer needs
- Work with Operations, Engineering, and other teams to achieve common company goals
- Gather data and analyze it to make predictions, assess trends, and map out future processes

Competencies

- Must be able to utilize a computer for a variety of tasks, including capacity analysis, releasing and maintaining work orders in the ERP system.
- Must be able to utilize a computer for various communication with various parties and utilize company systems.
- Strong analytical skills a must (including MS Excel and/or BI).
- Good presentation skills a must.
- Willingness to learn and adapt.
- Bilingual English – Spanish is a plus

Supervisory Responsibility

This position does not have supervisory responsibilities.

Physical Demands

- Prolonged periods of sitting at a desk and working on a computer.

- Working on the floor for extended period of time standing.
- Must be able to lift 30 pounds at times.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., 40 hours per week. Occasional evening and weekend work may be required as job duties demand.

Travel

No travel is expected for this position.

Education and Experience:

Prior experience in developing a plan for a manufacturing site is a must. Experience in developing capacity tools, developing tools to enable the appropriate planning strongly preferred. A high school diploma required. 2-4 years applicable experience required.