

# SPECIFICATION RUBBER PRODUCTS

## General Job Description

Title: Scheduler

Position Level: 8 Exempt

Reports to: Technical Manager



**Specification Rubber Products, Inc.**

### **General Job Qualifications:**

The production schedules must effectively coordinate all aspects of scheduling through planning, sourcing, and inventory management. The Scheduler leads the collaboration with production and sales to facilitate weekly pull systems production, extrusion, and finishing schedules that meet customer requirements and fully utilize manufacturing resources.

### **Essential Duties and Responsibilities:**

- Create and maintain the manufacturing production schedules, guaranteeing capacity knowns are fully applied.
- Translate the production plan into purchase orders, work orders for producing and procuring finished goods, sub-assemblies, and/or outside processing services.
- Identify and address short-term supply constraints within the weekly process (long-term constraints within the monthly process); analyze daily supply/demand alerts and plan, address, or escalate accordingly.
- Collaborate with QA and warehouse staff regarding rejected/defective materials, making the necessary arrangements with operations or procurement to ensure a prompt replacement.
- Maintain and provide valid lead time data to sales and marketing to guard against over or under-committing company resources and/or parts and materials.
- Measure and understand production throughput, working with the Production Department and adjusting ERP Systems item configuration accordingly.
- Review customer on-time performance and actions to improve when necessary.
- Analyzes and recommends necessary changes to production schedules that are affected by changes in raw material and equipment as well as fluctuations in customer demand.
- Works to make shared decisions and recommendations concerning MRP schedules, product substitution, and lead times.
- Fully execute all required activities relating to raw materials purchase orders to receive.
- Manage supplier activity to ensure the timely release of purchase orders and timely arrival of materials in the plant.
- Understand negotiated contracts with vendors, including pricing, terms, service dates, expiration dates, etc..
- Interact with internal personnel and vendors regarding the ordering, tracking, receiving, etc., of purchase orders.
- Track raw material pricing activities.
- Maintain all purchasing records and files as required.
- Coordinate complaints and returns, including all paperwork, of any item to suppliers.
- Review inventory dollars and actions to minimize inventory while ensuring no stockouts.
- Conduct raw material cycle counts to validate inventory accuracy.
- Adhere to all Specification Rubber policies and procedures.
- Follow all ISO procedures and policies, as well as all agreements, under the Buyer/Purchasing's responsibilities.
- Prepare and publish required reporting.

### **Qualifications:**

- Demonstrated planning and scheduling experience in multiple production lines manufacturing plant.
- Ability to develop and maintain strong relationships and collaboration with key personnel and departments.
- Possess a 'customer-first' mindset to understand customer needs and exceed customer expectations.
- Data mining reporting skills through MS Excel; specifically, V-lookup and Pivot tables
- Ability to drive continuous process improvements and lead small-scale projects.
- Have strong attention to detail, must be organized and a self-starter, and able to perform roles with little to no supervision.
- Have a strong understanding of MRP/MPS and business processes that impact message results.
- Possess professional business ethics and skills and can work with others.

**Education and Experience:**

- Bachelor's degree in business or related field. Experience in purchasing is desired.
- Five (5) years of production/planning/scheduling work experience in a manufacturing supply chain.
- Strong ERP systems and computer software, including MS Office experience (e.g., SAP, JDE, Excel, etc.)
- Experience in the rubber and/or rubber injection process is a plus.
- Manufacturing planning experience with custom configuration, high-mix, low-volume manufacture.

*Specification Rubber Products is an Equal Opportunity Employer committed to providing equal employment opportunity in all employment practices. Specification Rubber Products will not discriminate against any applicant for employment because of their race, color, religion, sex, national origin, age, disability, veteran or service member status, marital status, or any other category.*