



Open Position
Production Scheduling Manager

Location: Albia, IA 52531 or Cedar Rapids, IA 52404
Employee Type: Full-Time Employee
Manages Others: No
Job Type: Professional
Experience: 5 years (Minimum)
Travel: Minimal

DESCRIPTION

RELCO Locomotives is looking for a highly motivated Production Scheduling Manager to join our production team in Cedar Rapids or Albia, Iowa. The manager must 'own' the Production Schedule and aggressively follow up on all aspects of its development and implementation while being willing to collaborate with various teams to get the best possible (though never perfect) results.

RENUMERATION

Base pay: \$50,000-\$75,000/yr.
Position is not eligible to receive performance bonus
All employees receive health, dental, vision, disability and life insurance.
Job classification upgrade may be available based on experience.

JOB DESCRIPTION

Production Scheduling Manager is responsible for the development and preparation of daily/weekly/quarterly schedules, ensuring that all customer orders (BOM/BOL) into the system and then carefully tracks the materials required to support the schedules are in place, and the labor needed to perform the operations are on time. The manager must carefully reconcile the daily actuals into the production management system and is also responsible for reconciling finished goods and WIP product. The production must proactively communicate with Materials Management, Purchasing, Operations, Sales and the Senior Management Team should issues arise that disrupt the schedule.

RESPONSIBILITIES

- On a daily basis, prepare and distribute schedules to production supervision while adhering to pull principles, monitor schedule attainment and follow-up significant concerns with production, purchasing and/or management.
- Review customer requirements before accepting orders. This process must occur in a timeframe that allows for communication or corrective action in order to minimize impact to the customer.
- Receive, interpret, and enter all orders and schedule reconciliation adjustments into the system on a daily basis.
- Manage job labor and material standards so that system generated schedules and requisitions are accurate.
- Investigate production reporting discrepancies prior to data entry to ensure accurate inventory is always reported.
- Manage material flow (using system generated requisitions) so that raw and component materials are, or will, be available to support the schedules by working with Materials Management, Purchasing, Operations. The goal is optimized supply/inventory levels.
- Responsible for monitoring the material consumption and output, ensuring that it is consistent with expectations.
- Identify, report and recommend solutions on capacity restrictions for the purpose of proactive planning and elimination of bottlenecks that impact capacity planning.
- Schedule and coordinate with Operations and Maintenance, machine and tools maintenance and/or overhauls.
- Measure production rates against targets and drive continuous improvements efforts related to production scheduling.

- Recommend and lead the implementation of best practices for production scheduling and reporting
- Adherence to all company policies and procedures.

REQUIREMENTS

- High School Diploma minimum; College Degree preferred
- PM, CPIM or related Supply Chain certification
- Minimum 5 years in manufacturing production control experience in a fast paced, high volume environment with preference for custom job shops.
- Strong understanding of MS Office (especially Excel)
- Experience working with ERP systems with preference for MS Dynamics/GP or Epicor
- Ability to multi task in a fast paced, growth environment with many competing priorities and deadlines
- Organized, able to handle pressure and can react quickly to changes
- Demonstrated ability to "think-on-your-feet"
- Must be a strong performer who demonstrates reliability, an excellent attendance record, excellent team work and strong self-directed individual and group work ethic
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Knowledge of manufacturing processes and technologies
- Proven effective planning skills
- Solid understanding of lean concepts
- Knowledge of push inventory systems