



POSITION TITLE: *Production Scheduler*  
SUPERVISOR: *DreamBuild Program Manager*  
STATUS: *Non- Exempt*

## About Us

Founded in 1974, cdcB | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdcB is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdcB is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

## Summary

The Production Scheduler will serve as a critical link between design, procurement, and field installation teams by managing the master production schedule within Microsoft Business Central's MRP module. This role ensures all released orders are accurately sequenced and synchronized with labor and material availability across modular construction phases. The Scheduler will also be responsible for refining and maintaining Bills of Materials (BOMs), identifying discrepancies, and collaborating with multiple departments to ensure material readiness and workflow efficiency.

The ideal candidate will have a strong foundation in manufacturing scheduling, excellent attention to detail, and prior experience using ERP/MRP systems—preferably Business Central.

## Duties and Responsibilities

- Uphold CDCBs construction standards
- Own the daily and weekly scheduling of modular housing components in the MRP system (Business Central), aligned with takt planning and delivery milestones
- Collaborate with Procurement, Warehouse, Engineering, and Field Teams to validate resource and material availability for scheduled production orders
- Refine, update, and maintain multi-level BOMs to reflect real-world builds and improve material accuracy

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- Participate in daily production and planning meetings to communicate schedule updates, capacity issues, and material gaps
- Monitor schedule adherence and issue daily/weekly variance reports to the Program Manager with recommendations for resolution
- Use ERP data to identify bottlenecks or labor/material conflicts, and propose adjustments to maintain throughput
- Coordinate with warehouse and purchasing personnel to preemptively address any gaps in material availability
- Implement and continuously improve scheduling rules and constraints within Business Central to optimize sequencing and capacity utilization
- Support development of visual dashboards and reporting tools to track schedule performance metrics
- Maintain scheduling SOPs and documentation for internal audits and team reference
- Excellent organizational and communication skills.
- Carry out additional duties as assigned

#### Required Qualifications, Skills and Experience

- 2–3 years of experience in manufacturing or production scheduling, preferably in modular construction or offsite manufacturing
- Demonstrated experience working in ERP/MRP environments; Business Central experience strongly preferred
- Strong understanding of Bills of Materials (BOMs), production routings, and resource allocation
- Proficient in Microsoft Excel and Outlook; ability to build trackers and analyze schedule-driven data
- Excellent organizational and communication skills
- Proven ability to manage competing priorities in a dynamic, fast-paced environment
- Bachelor's degree in Supply Chain, Construction Management, Industrial Engineering, or related field preferred
- APICS (CPIM or CSCP), PMP, or Lean Six Sigma certification a plus

#### Supervisory Responsibilities

- This position does not supervise others

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#### Compensation and Benefits

- Salary – \$40,000 - \$49,000 Based on Experience
- Bonus – Based on production goals met
- 100% of premium for health, vision and dental benefits paid by cdc b.
- Life Insurance
- 401K retirement plan (no match required)
- 16 paid holidays
- Vacation Days - Based on Length of Service
- Personal Days - Based on Length of Service

To apply submit resume, cover letter to: [cescalera@cdcb.org](mailto:cescalera@cdcb.org)

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