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Job Title: Production Planner/Scheduler

Reporting: Production Planner/Scheduler position reports directly to the Operations Manager

Summary: Accessories Unlimited, a manufacturer of skid loader and tractor attachments, is looking for a full time Production Planner/Scheduler. This position is responsible for all system aspects of production planning/scheduling though communications with management, sales, engineering, purchasing, and production to achieve company output goals.

Qualifications:

- Experience in production planning and scheduling in a manufacturing environment required
- Experience in and the ability to use a manufacturing-based operating system
- Excellent communication skills, both verbal and written
- Knowledge in Microsoft office products, Word, Excel, Outlook ect... is required
- Detail and strategy orientated to build an effective and efficient production plan
- Self-motivated to move onto the next project without constant supervision
- Reliable and can be counted on daily
- Hard working, efficient, and always looking for ways to improve productivity
- Goal orientated, setting daily goals, and doing what it takes to accomplish those goals
- Excellent organizational skills

Duties:

- Use sales forecasts and goals to generate initial production requirements
- Analyze past years sales and production reports to identify the most ideal machine type/model build timing (seasonal ect...)
- Collaborate with production management, supervisors, and leads to understand current production capacities as well as assist with planning any future capacity needs
- Generate an initial rolling 12-month production schedule
- Enter all necessary work orders and other inputs to create the schedule in the operating system
- Monitor and report out production progress
- Communicate with all departments to update and maintain the schedule as engineering loads, production capacities, sales demands, and parts availability changes
- Communicate any and all schedule changes to all necessary departments and colleagues
- Assist purchasing with needed parts delivery deadlines and due dates
- Research and develop needed planning/scheduling tools and reports
- Assist all departments as required
- Perform other duties as needed and assigned

Status and Benefits: The Production Planner/Scheduler is a nonexempt hourly paid position. Any time worked above 40 normal work hours will be paid out and 1.5 times the employee's standard pay rate (overtime). Benefits include but not limited to health insurance, 401K match, performance, and yearly retention bonuses.

Essential Functions: Communicate effectively both written and verbally in the English language and be able to work effectively with all departments in a team based manufacturing environment.