

**Production Scheduler**

**Reports to: Director of Supply Chain**

**FLSA Status: Exempt**

**Reviewed/Updated: 9/26/22**

The scheduler will be responsible for scheduling production products, including boxed beef, trim, and variety meats. This position is accountable for the efficient scheduling of the facility, ensuring we fill customer orders, and communicating with sales, transportation, and production to facilitate strategic alignment. The scheduler will work closely with operations, sales, transportation, shipping, and quality control.

**Responsibilities**:

* Review sales demand and carcass inventory and provide daily production schedules.
* Schedule plant departments manufacturing flow for optimum efficiency by aligning customer demand, supply constraints and line changeovers.
* Ensure proper timing of duties by providing daily production schedule *after* all inventory has been recorded from prior day, but *before* present day’s daily pre-shift reviews.
* Provide and manage a rolling 13 week forecast based on known supply and demand components to deliver a forecasted “Product Availability”.
* Optimize the production schedule using available shelf life, order cycles and production capabilities to optimize efficiency and maintain fill rate targets.
* Manage special make requests with coordination of operations and product management through capture rate metrics.
* Coordinate with transportation clerk and sales to maximize cubing of loads and still meet customer needs.
* Keep sales and management informed of forecasted shorts, product over makes, product attainment scores and fill rate metrics.
* Manage continuous process that allows Sales access to inventory availability.
* Work with cross-functional teams to ensure that product quality is maintained and improved as necessary.
* Other duties as assigned.

**Knowledge, Skills & Abilities:**

* Strong organizational skills and attention to detail.
* Manufacturing business acumen, supply and demand planning with constraint management and forecasting skills.
* Knowledge of beef cuts and beef industry manufacturing process.
* Outstanding written and oral communication skills.
* Critical thinking, problem solving, and planning skills.
* Ability to navigate ERP systems, and strong user of Microsoft Excel.
* Must be able to communicate effectively in a diverse workforce and with upper management.
* Excellent computer skills to include Microsoft Office suite of products.

**Education:**

* Bachelors or equivalent experience.

**Physical Demands:**

* Ability to sit for long periods of time.

**Work Environment:**

* Plant Office Location with daily job walks on the manufacturing floor with operations.

This job description is not intended to be all-inclusive.  Employee may perform other related duties as needed to meet the ongoing needs of the organization.