

We are seeking a Production Control Scheduler to join our team in Whittier, CA. The Scheduler will execute production plan by creating and maintaining production schedules for designated manufacturing lines.

POSITION RESPONSIBILITIES:

- Create and maintain production schedules that ensure customer requirements are met while maximizing production efficiency.
- Coordinate schedule execution with Manufacturing. Ensure all required and relevant manufacturing information is accurate and available to Production in a timely manner.
- Coordinate with Manufacturing the utilization of auxiliary production lines (slitting) to ensure capacity maximization.
- Manage internal reprocessing orders.
- Interface between Manufacturing and Purchasing to balance inventory reduction interests and operational efficiency and utilization.
- Prepare performance measurements for scheduling and planning functions.
- Maintain valid planning parameters in the computer system.
- Oversee material availability for production schedule.
- Support Procurement & Scheduling department through other projects as assigned.
- Other duties as assigned based on business needs.

POSITION REQUIREMENTS:

- Minimum 1-3 years experience in Purchasing or Production Control and Scheduling. Experience required in a manufacturing environment and exposure to paints, chemicals, film or metal is preferred.
- High School Diploma, some college preferred.
- Proficiency in Microsoft Word & Excel programs.
- Capability in utilizing ERP and scheduling system applications as necessary to support business needs.
- Exceptional interpersonal and communication skills to work interdepartmentally and as part of a team
- Demonstrate effective time management, analytical and problem solving to achieve business objectives.