

INTERNAL POSTING-OPERATIONS

POSITION TITLE:

Scheduler – Production Planner

PRIMARY ROLE:

Together with the Master Scheduler, the Scheduler-Production Planner is responsible for proactively reviewing client projects and with coordination throughout various teams, creating a schedule that meets the client requirement, maximizes utilization of design and manufacturing resources. In addition, the Scheduler-Production Planner acts as an interface between Project Management, Design and Manufacturing.

CORE RESPONSIBILITIES:

GENERAL:

- Evaluate and plan the flow of projects (or subsets of projects) through manufacturing within the Scheduling and Production Planning departments.
- Plan Design, Production, Buy-out and Logistics dates on all product levels based on stakeholder's input – e.g. Client requests, Solutions directives, Design/Manufacturing capacity, Procurement delivery dates. Provides all stakeholders a viable project specific schedule.
- Collaborates with cross functional project teams to create and implement long-term planning schedules that meet customer/contract requirements.
- Monitor various team performances including critical project dates to modify and update schedule(s) in order to handle unexpected delays such as unavailability of resources, materials and equipment. Ensure successful project completion by initiating actions.
- Provides regular and timely reports to management including scheduling problems, material shortages, design changes and backlogs, status of project planned revenues, and shop loading.
- Works closely with Manufacturing Operations staff to review actual performance and capacity gaps/overages and develop short and long-term plans to make the best use of resources.
- Through collaboration with the Master Scheduler is responsible for determining available capacity for daily production.
- Works closely with the Design team to assign resource for projects and refine design time estimates so they are both accurate and able to meet set timelines as per schedule.
- Monitor production plans and makes recommendations to the Master Scheduler as needed.
- Develop and continue to evolve processes for the adapting Design packages for Manufacturing
- Develop Project based routing to various locations on the production floor.
- Develop and put together design released packages for manufacturing. (work with manufacturing and production planning to determine package splits to utilize small batch sizes through to final assembly)

OTHER DUTIES INCLUDE:

- Prepare for and facilitate the weekly Capacity Meetings
- Prepare for and facilitate the Daily Production Meetings.
- Prepare for and facilitate the Project Kickoff Meetings.
- Assist various stakeholders in the manufacturing process with technical project information as needed (models, drawings and BoM's).
- Continuously focus on process improvement to increase efficiency, utilization of equipment and resources.

RELATIONSHIPS/INTERACTION:

- Work Closely with Solutions, Manufacturing, and Design departments
- Daily interaction with other areas of production planning (incl. Programming, Wood, Sheet Metal, Electrical, Final Assembly and Shipping)
- Interact with the material management and planning groups.

EDUCATION/EXPERIENCE:

- Post-Secondary Education Required
- Project Management knowledge
- Detailed understanding of Evans' manufacturing processes and project flow
- Strong understanding of Scheduling (MS Access)
- Strong organizational and communication skills
- Ability to develop and implement new processes across the organization

SKILLS/ COMPETENCIES /ATTRIBUTES:

- Facilitation skills – ability to streamline and direct the efforts of multiple stakeholders, including Manufacturing, Procurement, Planning, QA, Engineering, Solutions, EHS, Customer Service and Human Resources
- Attention to details & strong analytical skills – ability to pay close attention to scheduling dates and other project information, and maintain complex spreadsheets. Tech-savvy with a good knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Ability to understand and communicate process requirements.

APPLICATION PROCESS:

If you are interested in applying for this position, please contact Human Resources. Email a resume and cover letter indicating why this position is a good fit for you to careers@evansonline.com .