

# NU-WAY INDUSTRIES INC. - JOB DESCRIPTION

**POSITION TITLE:** PRODUCTION PLANNER / SCHEDULER  
**REPORTS TO:** Production Control Manager

## **POSITION SUMMARY:**

Create, monitor and adjust the production schedule for the Advanced Automation Center to insure timely manufacture of parts by acting as the central scheduling contact.

## **ESSENTIAL JOB FUNCTIONS:**

- Communicates with Engineering, Manufacturing, Purchasing and Customer Service to coordinate the production activities of the Advanced Automation Center.
- Creates shop orders, analyzes and schedules them to ensure that sufficient lead time and quantities are met to satisfy the customer's requirements.
- Publishes, monitors and reports on daily production activities through the data collection module to insure adherence to the schedule and adjusts production dates, as needed, to meet demands.
- Oversees the accuracy of the raw materials inventory in the AAC through cycle counts and physical counts to ensure materials are properly identified and available for production.
- Monitors current and incoming stock availability to determine quantities and schedules for items to be purchased.
- Coordinates material ordering activities with Purchasing to insure on-time deliveries and to report any quality or quantity issues.
- Responds to inquiries concerning delivery information and keeps Customer Service informed of any issues with the schedule.
- Works with Production Control to coordinate additional manufacturing activities to ensure shipments are made to the customer on-time.
- Communicates with co-workers and supervisor to receive instructions and coordinate activities.
- Follows all safety procedures and wears safety equipment or apparel as required.
- Performs all job functions to meet acceptable quality and performance standards.
- Uses basic office equipment including but not limited to: copier, facsimile, computer, printers, and telephone/paging system.

**The employee may be required to follow other job-related instructions and duties, as requested, subject to all applicable state and federal laws.**

## **JOB QUALIFICATION REQUIREMENTS:**

**TRAINING AND EXPERIENCE:** Minimum of 5 years working experience as scheduler in a job shop metal fabrication environment. Education or working experience in inventory control methods required - APICS certification or training is desirable. Proficiency with personal computer especially spreadsheets applications needed - Microsoft Office preferred.

**PHYSICAL DEMANDS:** The employee is required to:

- Lift or move up to 50 pounds occasionally.

**VISUAL ACUITY:** Accommodation as required for reading documents, computer screens and to visually check and/or identify parts.

**HEARING ABILITY:** Accommodation as required to monitor radio, telephones and paging system and to communicate with others.

**WORKING CONDITIONS:** Typical office environment with exposure to metal manufacturing and powder coat paint facilities.

**EEOC DESIGNATION:** Administrative Support Workers

**BENEFITS PROFILE:** FTE, Benefits Profile II

**THIS POSITION DESCRIPTION WAS APPROVED ON THE 19<sup>TH</sup> OF DECEMBER, 1997  
BY STEVEN SOUTHWELL, PRESIDENT  
Approved as amended April 15, 2010**