

Job Description



Job Title: Production Scheduler

Based at: Rodford Engineering 8 /10 Cedar Park Trading Park Ferndown Industrial Estate

Reports to: The Production Manager

Scope of role:

Management of the production schedule including material purchasing and supplier management

Key Responsibilities.

- Maintain the works production schedule utilising the company operating system
- Communicate current production schedule with customers and negotiate agreed delivery dates
- Source material from either stock or external suppliers in line with production schedule requirements
- Manage supplier deliveries and monitor performance
- On a daily basis manage and ensure adherence to the production schedule in line with customer delivery requirements.
- Work with production, to monitor slippages and create recovery plans when necessary to ensure sales delivery date compliance
- Review regularly, open purchase orders to ensure delivery dates comply with required dates.
- Source material from stock or external suppliers
- Provide accurate monthly KPIs.
- Liaise with estimating and production planning, to ensure timely deliveries in line with customer order requirements.
- Manage the issuing of raw material in accordance with production demand, monitoring inventory levels
- Support all corrective actions including observations / reviews presented by the quality department
- Deputise for the production Manager during holiday and sickness periods
- Fully support lean programmes: examples 6S and Lean manufacturing initiative programmes
- Uphold company policies as directed by the senior management team

It is envisaged that the role will involve high levels of communication with all departments, although primarily with operations. Development of close links with purchasing and quality are essential to the role.

The following key skills are required, leadership, communication, time management, organisational skills and discipline.

The role carries a high level of opportunity to develop processes and methodologies within Rodford engineering.