

INTERNAL JOB POSTING – 7/10/23

Job Title:	Production Scheduler	Job Department:	Mfg.
Location:	Cedartown, Ga.	Travel Required:	5%
Reports To:	Master Scheduler	Position Type:	Salary

About Us

Sheboygan Paint is a Privately Owned, General Industrial Paint Manufacturer, with national paint distribution capabilities and a diverse compliant product portfolio. Established in 1921, Sheboygan Paint Company is ranked 20th of US Paint Companies and excels at manufacturing innovative coating solutions. We are implicitly trusted and rewarded for adding premium value to each targeted customer’s industrial coatings process and aim to be the most recognized family-owned industrial paint company in America.

Job Description: Production Scheduler- Wisconsin Facility

The production scheduler will be responsible for coordinating and developing production schedules on a daily or weekly basis to meet goals. Plans, schedules, coordinates and/or monitors the flow of products through the complete production cycle. Provides timely planning and scheduling of manufacturing work orders to the manufacturing floor to achieve both internal financial goals and customer delivery dates.

Responsibilities:

- Review open sales orders to determine customer requirements.
- Coordinate delivery of parts to expedite flow of material to meet production schedule.
- Utilize ERP system to auto-generate manufacturing work orders.
- Generate reports and schedules.
- Provide quick responses to production issues.
- Identify problems and help improve the process.
- Ensure company deadlines are met.
- Notify Customer Service of any schedule impacts to customers.
- Coordinate/expedite manufacturing builds to ensure schedules are achieved.
- Completes status reports, production progress, customer information and materials inventory.
- Exercises judgment within defined procedures and practices to determine appropriate action.

- Lead production schedule meetings as assigned by Supervisor.
- Performs other duties as required.

Requirements:

Production and Processing – Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

- Associate degree in management preferred.
- Two (2) years experience in production setting
- Ability to handle and prioritize multiple tasks.
- Proficiency with computers
- Ability to create and understand reports in order to make production decisions.
- Excellent Communication skills.
- Knowledge of ERP/MRP software preferred.

Primary Work Location

- Cedartown, Ga.
- Please email your resume to egaribay@shebpaint.com