

## INTERNAL JOB POSTING – 4/26/2024

<b>Job Title:</b>	<b>Production Scheduler I</b>	<b>Job Department:</b>	Planning
<b>Location:</b>	Wisconsin	<b>Travel Required:</b>	5%
<b>Reports To:</b>	Rosey Malchow, Sr. Customer Excellence Manager	<b>Position Type:</b>	Salary

### 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.



Corporate Office: 1439 N. 25th Street, P.O. Box 417, Sheboygan, WI 53082-0417  
608 Canal Street, P.O. Box 24, Cedartown, GA 30125

920.458.2157 (O) 920.458.5620 (F)  
770.748.8426 (O) 770.749.1071 (F)  
800.773.7801 **shebpaint.com**

## 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

- Sheboygan, WI
- Please email your resume to [egaribay@shebpaint.com](mailto:egaribay@shebpaint.com)