



Production Planner and Scheduler

City Theatrical, Inc.

Carlstadt, NJ

Posted September 19, 2022

- Full-time
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About the job

The Production Planner & Scheduler will be responsible for developing and maintaining an effective Production Schedule capable of completing our orders on time, on budget and with the highest quality.

The right candidate will have exceptional attention to detail, and a genuine interest in manufacturing processes and scheduling techniques.

Role Responsibilities:

Apply principles of lean manufacturing to develop leveled and effective production schedules (smaller batches, less inventory, shorter lead times).

Conduct and facilitate production meetings to analyze orders' requirements, critical tasks, milestones, identify bottlenecks and submit recommendations for corrective actions.

Monitor and prepare production status reports based on current and future capacity and productivity.

Review production orders Bill of Materials and Routers before they are released to production.

Print production work orders, prepare orders travelers and labels and deliver them to work centers.

Review and analyze data on inventory levels, open orders and sales history to determine what products and quantities to manufacture and purchase.

Communicate with Procurement to order materials in a timely manner.

Effectively handle multiple shifting priorities while meeting deadlines.

Work on any projects assigned by Manufacturing Management.

Requirements:

- Bachelor's degree in a business or technical related discipline, or work experience in a manufacturing environment utilizing MRP software
- Experience and knowledge of Professional Project Management techniques
- Familiarity with Lean Manufacturing scheduling techniques
- Experience managing multiple projects and interacting with cross functional teams
- Sound knowledge of computer scheduling programs for manufacturing such as MRP systems
- Ability to efficiently and effectively handle multiple and shifting priorities while meeting deadlines
- Excellent verbal/written communication skills and effective interpersonal skills

To Apply: Send your cover letter and resume to: info@citytheatrical.com