



Job Title: Production Scheduler	Department:	Manufacturing
Reports To: VP of Manufacturing	Division:	Ithaca, NY
Hours: Full-time – 40 Hrs/week	Rev Date:	03-Mar-2025

Primary Function

The Production Scheduler manages production scheduling activities within the organization. This position will design and implement the production schedule plan considering all aspects of production including material availability, timeliness and effectiveness.

Duties and Responsibilities

- Facilitates the entry of incoming sales to the Production Schedule based on capacity and material inputs.
- Provides the production team with weekly updates on backlog and current lead times.
- Monitors the materials inventories, tracking of progress of production and reviewing of factors which affect production schedules and communicates to all related parties.
- Using available tools; MRP, Forecasts, and Backlog reports; makes recommendations regarding schedule changes as necessary.
- Ensures that project / department milestones / goals are met as assigned.
- Responsible for inventory levels of all items on the production floor; including supplies, production materials, etc.
- Supports production management in all aspects of scheduling and planning and other areas as needed.
- Make recommendations for staffing needs to meet the day-to-day production goals.
- Perform other work-related duties as requested, directed or assigned by management.

Working Relationships

- Reports directly to the VP of Manufacturing.
- Works closely with production, engineers and customer service staff to develop and achieve the production schedule.

Education and Experience

- High school diploma or equivalent.
- 1-3 years in a Production or Manufacturing Environment, with a focus on Production Scheduling or management.



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Knowledge, Skills and Abilities

- General understanding of material flow and supply chain concepts as well as ERP systems
- Good written and verbal communication skills; and the ability to read, understand and follow written instructions for production processes and assembly is required.
- Ability to interface and communicate effectively and professionally with management and co-workers is essential. Must be able to work well with all levels of personnel whether individually or in a team environment.
- Willing to work overtime as required.
- Proficient in PCs, PC-based productivity applications, specifically, MS-Office.
- Must be safety conscious.

Supervisory Responsibilities

- No Direct Reports

Physical Demands and Work Environment

- Must be able to lift up to 25 lbs. and to adhere to safety requirements including use of Personal Protective Equipment (PPE).

Disclaimer: This Job Description is not intended to be all-inclusive and may be subject to change to include new responsibilities and tasks or change existing ones as management deems necessary to meet the ongoing needs of the company.