

# JOB DESCRIPTION

# Walhalla Bearings Plant

<b>TITLE</b>	<b>Production Scheduler</b>		
COMPANY	Koyo Bearings USA	DEPARTMENT	Production Control – 1182
LOCATION	Walhalla, SC Facility	CLASSIFICATION	Salary
REPORTS TO	Materials Manager	GRADE	205
REVISION DATE	12/02/2020	Shift	1 <sup>st</sup> (Flexible to support all shifts)

### Summary/Purpose

The Production Scheduler will be responsible developing and maintaining optimized production schedules analyzing and considering the proper flow of direct materials throughout the entire value stream including: supply chain, manufactured items, and outbound customer finished goods. The Production Scheduler will continuously review and validate customer demand and forecasts for accuracy and On-Time Delivery (OTD) KPI achievement. This position requires direct interaction with corporate Sales, Customer Service and external customers. The Production Scheduler serves as the information flow leader for the production control department, manufacturing, and overall operations as related to scheduling and execution to the daily-weekly-monthly production plans. The production scheduler will work to further integrate ERP/MRP systems and automate current ordering strategies as well as implementing future visions for the production control department, by utilizing emerging technologies.

### Essential Duties and Accountabilities:

- Manage Oracle Planning tools, Prepare and Maintain Oracle production schedules for value streams defined.
- Coordinate the delivery, assembly, or distribution of supplies/parts to expedite flow of materials to meet production schedules.
- Develop, refine, and maintain Kanban systems utilizing Heijunka where applicable.
- Provide Recovery Plans as needed for both internal and/or external communications.
- Monitor schedule completion/compliance and report out. Make necessary adjustments as needed to drive production completions.
- Provide guidance to Production Coordinators and necessary adjustments to drive production departments on needed changes to meet customer demand.
- Maintain high expectation of customer OTD to meet Plant goals.
- Manage to minimize Inventory Cost levels supporting ROI reduction goals without negatively impacting OTD.
- Work on improvement opportunities to “flow parts” faster through the process reducing lead times.
- Work with Launch Team for successful launch of new items and samples.
- Provide significant ownership for plant physical inventories and cycle count activities.
- Work with Engineering Change Control and Launch Team for successful launch of new items and samples.
- Provide significant ownership for plant physical inventories and cycle count activities.

### Supervisory Responsibilities:

- No supervisory responsibilities required.

### Job Knowledge, Skills and Abilities:

- Desirable to have knowledge of Oracle systems and Planning.
- Must possess good communication and interaction skills. Must be able to communicate effectively across all levels of the organization.
- Knowledge and thorough understanding of plant processes and flow of parts for the value streams assigned as well as capacity restraints preferred for automotive or similar manufacturing environments.
- Must have knowledge of JPS/TPS/Lean scheduling concepts (i.e. MTO, MTF, Level Loading, Kanban systems).
- Must be multi-tasked to make proper decisions with appropriate attention to detail.
- Must be proficient in record keeping and organization.
- Ability to work with minimal supervision in a team based environment.
- Ability to effectively present information in one-on-one and group situations to customers, clients, and employees of the organization.
- Must be recognized as demonstrating positive attitude, high energy and strong work ethics.
- Must demonstrate proficiency in Microsoft Excel, Word, PowerPoint, and Outlook.

# INTERNAL JOB POSTING

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- Must be able to work various hours to support the manufacturing plant, which could include weekends and overtime.

## **Education and Experience:**

- Bachelor degree in Logistics, Supply Chain Management, Business, Engineering or related field and 3+ years production planning experience, or Associates degree in related field and 7+ years production planning experience required.

## **Work Environment/Physical Demands:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is mostly performed in a normal office setting with minimal exposure to health or safety hazards and with substantial time spent working on a computer. Requires sufficient hand, arm, and finger dexterity to operate computer keyboard and other office equipment.
- Travel by automobile and plane required approximately 5% of the time

*Employee may perform other duties as requested, directed or assigned.*

## **Approvals:**

Dept. Manager: Angela Winchester

Human Resources: Brian Moore