

Job Title: Production Scheduler

Location: Watertown, SD

Employment Type: Full-time

Job Summary:

As a Production Scheduler at Badlands Ranch & Rodeo Equipment, you will be responsible for optimizing our production processes by effectively scheduling inventory runs and custom orders. Your role will involve maintaining accurate production schedules that reflect current and future workloads, ensuring that all projects are completed on time. You will work closely with the production team to issue work tickets and job travelers, schedule parts releases, and coordinate with various departments to enhance production efficiency and meet customer expectations.

Key Responsibilities:

- Inventory Scheduling:

- Schedule stock inventory runs based on existing inventory levels and forecasted demand to ensure optimal production output.

- Analyze inventory data to identify trends and adjust schedules accordingly.

- Custom Order Management:

- Schedule and prioritize custom orders by evaluating customer requirements and production capacity.

- Collaborate with the sales and production teams to ensure timely execution of custom orders.

- Schedule Maintenance:

- Maintain an accurate and dynamic production schedule that reflects current workloads and anticipates future production needs.

- Update schedules in real-time based on production progress, delays, or changes in customer orders.

- Work Tickets:

- Issue work tickets and job travelers to the production team, ensuring that all necessary information is clear and accessible.

- Monitor job status and adjust work tickets as needed based on production flow.

- Work closely with purchasing and procurement to align parts availability with production schedules.

- Collaboration and Communication:

- Communicate effectively with production supervisors, inventory managers, and other departments to ensure alignment on scheduling and production goals.

- Actively participate in production meetings to discuss scheduling challenges, resource allocation, and project timelines.

- Continuous Improvement:

- Identify opportunities for process improvements within production scheduling to enhance efficiency and reduce lead times.

- Implement best practices and standardized procedures to optimize production workflows.

- Reporting and Analysis:

- Generate and analyze production schedule reports to inform management of workload capacities and production efficiencies.

- Track key performance indicators (KPIs) related to production scheduling and suggest corrective actions as necessary.

Qualifications:

- Experience in Supply Chain Management, Operations Management, or a related field (preferred).

- Proven experience in production scheduling or a similar role, preferably in manufacturing or equipment industries.

- Excellent organizational skills with the ability to manage multiple priorities and meet deadlines.

- Effective communication skills, both verbal and written, to collaborate with various teams.

- Proficiency in Microsoft Office Suite (Excel, Word, etc.).

- Knowledge of lean manufacturing principles and practices are a plus.