

Master Scheduler

Northwest Tool & Mfg. Co., Inc. is seeking motivated individuals to join our team.

Responsibilities

- Develop and maintain accurate schedule using the JobBOSS Scheduling Software.
- Monitor the master schedule daily to ensure it continually meets customer service goals, production efficiency and capacity objectives;
- Coordinate with the sales/estimating team, procurement, Quality Control, and floor supervisors to provide timely and accurate information on product availability, schedule changes, general inquiries, and recommend adjustments to the appropriate departments;
- Effectively prioritize multiple tasks to maximize efficiency and productivity;
- Route jobs to the appropriate work centers by understanding the necessary steps in the production of that part;
- Understand experience and ability levels of individual machinists in order to plan and deliver work assignments accordingly;
- Assess hiring needs and plan work according to complexity and urgency of jobs;
- Determine daily shipping requirements;
- Communicate with our customers to deliver outstanding customer service, accurate lead times, and meet scheduled promise dates;
- Lead the efforts to mitigate issues related to scheduling, including machine/work assignments, training needs, overtime planning, and scheduling software concerns;
- Improve the company's On-Time Delivery (OTD) performance;
- Monitor and update actual vs. quoted times to identify areas for process improvements, employee efficiency concerns, or adjustments to pricing;
- Perform other duties as requested or assigned.

Requirements

- Experience in Manufacturing, Project Management, Engineering, or Scheduling;
- Must have at least 3 years of experience in machining or manufacturing;
- Proficient in shop blueprint reading and comprehension;
- Strong data access/retrieval skills with experience in data analysis and data manipulation using ERP systems and other software;
- Excellent interpersonal, written and oral communication, and customer service skills;
- Good time management when multi-tasking;
- Ability to adapt to changes in the work environment, ability to change approach/method to best fit the situation.
- Experience in project management, scheduling, or continuous improvement
- Proficient in MS Office (Word, Excel, Access, Power Point, and Outlook);
- Experience in ERP/MRP/Scheduling Software (JobBOSS or similar software preferred.)
- Experience in a precision machine shop environment is a plus;
- Knowledge in project estimation and quality assurance a plus;

Benefits

- Competitive wages
- Health Insurance
- Flexible Time Off
- Team Based Environment

- 401K Plan
- 10 Paid Holidays

Other Details

- Full Time; hours 7-4:30 Monday-Friday.
- Competitive Base Salary