



## JOB DESCRIPTION

**Job Title:** Scheduler  
**Facility:** Brooklyn Park  
**Department:** Manufacturing Support  
**Reports to:** Director of Operations

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### SUMMARY

Uses estimates, time standards, delivery commitments and other data to prepare production schedules by assigning time to plant equipment and man-hour requirements to operations necessary to complete the job.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Other duties may be assigned as needed.

- Maintaining an accurate and efficient production schedule for Brooklyn Park Facility.
- Analyzing work flow and directing new orders into time slots that level the workload.
- Advising Sales on how new orders can be scheduled.
- Informing Sales & Client Services when schedule adjustments have been made.
- Keeping Sales informed of production status of all jobs in jeopardy of not meeting deadlines.
- Establishing check points on work-in-process with Department Managers to ensure on time delivery.
- Meeting the scheduling needs of outside services.
- Adjusting schedules in response to production problems; should be the only person with such authority, unless delegated to a Department Manager.
- Coordinating and adjusting schedules for preventive maintenance, overhauls, inspections and other shutdown periods.
- Alerting management to consistent divergences between performance and company production standards.
- Responsible for ISO Process Management with regards to scheduling.
- Train appropriate personnel in use of manual and electronic production scheduling at both Manufacturing facilities.
- Understand your role in the companies Quality Management System regarding ISO.
- Works with St. Paul Plant Manager in scheduling jobs between plants.

### QUALIFICATIONS

- High school diploma or equivalent.
- Good communications skills, written and verbal.
- Knowledge of scheduling, purchasing and planning procedures.
- At least 5 years experience in manufacturing order entry and scheduling, with at least three years in a printing plant.
- Computer skills.

### PHYSICAL REQUIREMENTS

- Constant working on a computer and sitting.
- Frequent walking, standing, and climbing stairs.
- Occasional lifting 50+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing ladders, and operating mechanical equipment.

*Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)*

*Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of 8-hour day)*

*Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)*