



JOB DESCRIPTION

Job Title: **Scheduling Manager**

Facility: **Brooklyn Park**

Department: **Manufacturing Support**

Reports to: **Director of Operations**

SUMMARY

The Scheduling Manager supports Operations, Sales, Customer Service and Purchasing to schedule work throughout all production departments in Brooklyn Park and St. Paul. This leadership role leads and supports the Scheduler as they develop the schedule and provide forecasts using our established guidelines and estimating standards along with current and future capacity.

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

- Establishes, owns and maintains an accurate and efficient production schedule for all departments in Brooklyn Park and St. Paul.
- Develops and monitors strategic performance improvement measures for all production schedules and production plans.
- Partners with Operations for best practices and most efficient run plans.
- Establishes check points with operations for work-in-process to ensure on-time delivery.
- Analyze capacity of resources in partnership with Production managers and balances workload to meet expectations.
- Directly responsible for Scheduler in Brooklyn Park.
- Informs Management, Estimating and Operations regarding variances in production standards.
- Keeps management and supervision informed of all activities and situations that may impact the achievement of corporate or department goals and objectives.
- Works with Purchasing regarding schedules and deliveries of raw materials and required outside services.
- Understands and is responsible for role in ENPOINTE's Quality Management System and the ISO process as it relates to Scheduling.
- Communicates and follows up on issues related to production, commitments and changes and proactively provides feedback along with options.
- Liaison between Operations, Customer Service and Sales teams regarding order status.
- Provides excellent communication and is a trusted partner at all levels.
- Develops and provides routine reporting for schedules, forecasts, and management.
- Participates in and leads meetings related to forecasting for existing and new opportunities.
- Responsible for providing both forecasts and revised schedules to all stakeholders.

QUALIFICATIONS

- Minimum Bachelors degree is desired or a combination of education and work experience will be considered.
- Professional demeanor and the ability to communicate effectively are imperative.
- Strong interpersonal skills are necessary to communicate with all levels of ENPOINTE and suppliers.
- Print production scheduling experience of at least five years required. Multi plant ideal.
- Proficiency with Prestige and Print Stream preferred.
- Strong analytical and problem-solving skills.

- Full understanding of Microsoft Word and Excel to support tracking, reporting, and scheduling.
- In-depth knowledge of printing, finishing, mailing services and distribution.
- Excellent organizational skills and attention to detail.

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 hour 8-hour day)

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