

Master Production Scheduler US Operations

Location: Blackhawk Rd. Rockford, IL

Department: Operations

Reporting To: Ben Hiatt

Hours: Monday through Friday, 7:30am – 4:00pm

JOB DESCRIPTION:

The MPS role is responsible for planning the manufacturing facility in a way that meets our customer shipment requirements and maintains business objectives for lean manufacturing. Through utilization of lean manufacturing tools, the MPS role translates customer product demand schedules into achievable manufacturing schedules that ensure on-time delivery, build to schedule, level loading, inventory turns, etc. within the corporate guidelines. The MPS role has constant interface with every level of the organization (Customers Service, Sales, Materials Planning, Production, etc.) and must demonstrate professionalism at all times.

ESSENTIAL FUNCTIONS:

- Act as the primary contact with sales, customer service, materials planning, manufacturing and logistics in determining resource constraints and developing plans to achieve the customers' needs
- Enter information into the MPS based on customer product demand plan, requested customer delivery dates, availability of raw materials and equipment
- Maintain the master production schedule for the area of responsibility, reviewing to adjust for changes in the customer requirements, delay in receiving raw materials, availability of the production equipment, etc.
- Lead weekly production planning meetings that include representatives from sales, production, customer service and materials planning
- Use Capacity Planning to test the key resource capacities to meet MPS and inform the manager of any capacity issues
- Maintain the data on factors affecting capacities
- Agree action needed with Operations and Manufacturing Engineering to bring capacities in line with the requirements
- Work with Purchasing & Materials Planning to ensure the supply schedules can support MPS
- Publish the MPS as a Manufacturing Plan and s input to other processes
- Respond to Customer Service requests to accommodate the customer schedule changes relative to the Demand Plan, co-ordinate investigations where necessary and where acceptable, amend the MPS and derivatives
- Create and monitor the daily build schedules to ensure an effective flow of materials to production and utilization of labor that supports the MPS plan
- Monitor the daily build schedules and discuss the issues affecting the targets with the Production Supervisor & Material Planner
- Maintain the integrity of JDE data and planning parameters to minimize materials and increase delivery
- Comprehend and follow SOP's and recommend changes as required

- Participate in meetings and keep up-to-date on the issues related to Sales Forecast, manufacturing Planning, New Product Introductions, Metrics and other related supply chain issues

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to maintain a consistent record of attendance and punctuality
- High level of knowledge in material planning and manufacturing process. Broad knowledge of supply/demand process
- Adhere to functions, duties, requirements, demands and qualifications of the role description
- Understand master production scheduling principles
- Experience in Purchasing in a manufacturing environment
- Knowledge of MRP, Microsoft Office, especially Excel, JD Edwards, Manufacturing processes and Bergstrom products and customers
- High level of MPS/MRP system knowledge
- Intermediate to advanced level of personal computer skills
- Proficient in problem solving techniques, waste reduction and root cause analysis
- Strong math skills
- Good attention to detail
- Fact based decision making
- Excellent organizational and planning skills
- High degree of initiative and personal motivation
- Ability to manage conflicting objectives
- Proven ability to interact with all levels of the organization with comprehensive, consultative, partnering, facilitating and negotiating skills
- Preferred: Professional certification by the American Production and Inventory Control Society (APICS), CPIM is recommended
- Preferred: 5 or more years related experience in Manufacturing, Production Planning, Material Control, Accounting, Materials Management, or Engineering

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Materials Management, Business Management or a related field preferred. An equivalent combination of relevant education and professional experience will be considered

PAY AND BENEFITS:

- The budgeted range for this role is \$2,307.70 USD to \$2,961.54 USD per biweekly pay period. The range provided is a good faith estimate representative of the desired level of experience for the position. Bergstrom Inc. considers several factors when extending an offer, including but not limited to, the role, function and associated responsibilities, a candidate's work experience, education/training, and key skills.
- Hired applicants may be eligible for benefits, including but not limited to Bergstrom's discretionary incentive, medical, dental, vision, life insurance, short-term disability, long-term disability, 401(k) match, flexible spending accounts, employee assistance program, tuition reimbursement, paid time off and holidays.

TO APPLY:

If you would like to be considered and meet all the position requirements, please [email](#) your resume and cover letter to Andrew Hall in Human Resources.



Bergstrom Inc. is an Equal Opportunity Employer. Bergstrom Inc. provides equal employment opportunity without unlawful regard to actual or perceived race, color, religion, national origin, ancestry, age, gender, marital status, disability, military status, sexual orientation, unfavorable discharge from military service, order of protection status, genetic information status, pregnancy, childbirth (or medical or common conditions related to pregnancy or childbirth), work authorization status or other protected group as provided by law.