

Production Scheduler



Location: Cleveland, OH

Company Overview: Soundwich is a Developer and Manufacturer of Acoustic and Thermal components for Automotive and Industrials applications. We strive to provide creative Material innovations, which focus on improved system performance, while providing the benefits of reduced cost and mass. Our Materials expertise stems from 3 decades of Materials of development in the field of Noise, Vibration and Harshness (NVH).

This position is in our manufacturing plant in Cleveland, Ohio. This position will have the primary responsibility to schedule production while monitoring activities related to production, inventory control, warehouse, and shipping/receiving.

We offer competitive compensation along with excellent benefits (medical, dental, vision, and 401k).

Responsibilities:

- Develop program plan schedules (master, intermediate and detailed) and schedule performance reports which satisfy company and customer requirements for program status
- Conduct weekly meetings with project teams to validate progress of completed work and future activities in order to update project schedules
- Develop, analyze, and report the status of critical path using Integrated Master Planning and scheduling standards and formats
- Utilize and adapt automated data collection and reporting systems and techniques to monitor program schedule variances against the plan and current forecasts. Identify the impact of schedule variances, suggest appropriate work-around recovery plans, and develop time phased plans.
- Participate in and contribute to process/quality improvement teams and/or initiatives. Identify and recommend improvements to scheduling processes, practices or materials which lead to positive results in product quality.

Qualifications:

- Bachelor's degree or equivalent experience
- Requires 3 years' experience of Planning/Scheduling experience
- Experience developing program plan schedules (master, intermediate and detailed) and schedule performance measurement reports
- Must have a solid understanding of **MRP** usage and its relation to scheduling
- Proven ability to meet deadlines and contribute in areas of influence
- Excellent computer skills and the ability to create high-value deliverables
- Strong analytical and problem solving skills
- Strong interpersonal skills and ability to work both independently and in a team environment
- Thorough knowledge of the Microsoft Office Suite of Tools (Word, Excel, SharePoint, etc.)
- Effective communication skills (oral and written)
- Strong customer service and consultation skills