



Job Title: Production Scheduler

Schedule: Monday to Friday, Dayshift
Hours: 7:00 am to 4:00 pm

Reports to: Production Manager

Profile Update: December 29th, 2017

Job Overview:

The Production Scheduler is responsible for coordinating and scheduling incoming projects within our state of the art manufacturing facility. The Scheduler inputs new work into our Management Information System, analyses work-flow and monitors plant workloads to ensure the highest level of productivity in all departments. The Scheduler is also responsible for aligning our internal capabilities with those of our other divisions and subtrades. Hemlock's goal is to optimize our equipment and staff with a major emphasis on providing a schedule that satisfies the needs of our customers.

The requirements for this position would typically be acquired through a print production program or five years related experience.

Requirements for this position include:

- Excellent written and verbal communication skills
- Understanding of modern lithography, digital print and finishing processes
- Experience working with an electronic scheduling system
- Ability to schedule a wide variety of custom manufactured products, meeting or exceeding customer expectations.
- Strong interpersonal skills which foster a positive atmosphere of team work and mutual respect.
- Ability to multi task and move efficiently between the core responsibilities noted below:

Core Responsibilities:

1. In collaboration with department Production Supervisors, Director of Manufacturing and the Production Manager, schedules production operations in a cost and time-efficient manner.

2. Meets daily with the Production Manager to discuss material availability, over load/excess capacity situations. With a goal to provide an optimized production schedule for each department.
3. Recommends alternate production methods and/or revised timelines in order to maintain and optimize plant load, while minimizing overtime and/or unexpected buyouts.
4. Examines the possibilities of expediting jobs, by recommending changes to crewing schedules in order to achieve the best utilization of plant operations.
5. Maintains an accurate representation of production cost center availability and a forecast of open capacity.
6. Can foresee production constraints and proactively provide viable alternatives
7. Maintains database integrity of the scheduling system, including maintenance of cost centers and production process plans.
8. Prepares and maintains reports related to the progress of work, status, productivity and cost centre utilization.
9. Follows up with the Production Planning Department, and as required, the Sales Team, regarding commitments, expected proof return and material expectancies to ensure schedules are accurate and complete.
10. Provides input to both the Production Manager and Director of Manufacturing regarding opportunities for improvement related to both equipment and manufacturing personnel procedures and processes.
11. As required, provides input to the Director of Production Planning regarding job engineering accuracy, consistency and opportunities for improvement.
12. **Additional Duties:** The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your Supervisor or Manager are expected to be performed.

If you are interested in this position, please forward your resume to humanresources@hemlock.com and quote PRODUCTION SCHEDULER in the email subject line. We would like to thank all applicants for their interest, however, only short-listed candidates will be contacted.