

Position Description

Job Title	Production Scheduler	Division	Business Office		
Classification	Hourly	Revised Date	11/03/2024		
Supervisor	Director of Customer Relations & Plant Manager				

Statement of Primary Purpose

Under the supervision of the Director of Customer Relations and the Plant Manager, the Production Scheduler creates a weekly production schedule for the factory to run the following week. This position is responsible for ensuring the plant has the proper workload as determined by the plant manager and that the orders flow in the proper schedule.

Responsibilities & Duties

1. Understanding of custom upholstery. Willingness to learn high-end, custom upholstery if unfamiliar.
2. Ability to determine, through support of supervisors, priority of specific order scheduling.
3. Work with various departments within the factory to determine if production tickets and production Purchase Orders are flowing properly.
4. Consistent communication regarding the schedule with Supervisors.
5. Ability to forecast issues with purchase orders and tickets to keep plant operable.
6. Perform any other business office task as needed.

Qualifications

1. An understanding of custom upholstery.
2. Strong communication skills.
3. Knowledge of computer operation.
4. Ability to work closely with others in business office matters.
5. Ability to communicate well with co-workers, management, and the public.
6. High School Diploma required, Associates degree in Business Administration/Accounting or related areas preferred.
7. Two years' experience in related field preferred.
8. Computer literate and Microsoft Word and Excel proficient.

Licensing Requirements

None

Physical Demands

No substantial physical activity required. The functions of the job are usually performed sitting, but may involve some amount of stooping, kneeling, bending, crouching, lifting up to 10 lbs., walking, carrying, and other movements may be required. Tasks such as working at a computer keyboard may involve extensive wrist and hand movements. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

Working Conditions

1. Noise level is usually moderate and normal for an office environment.

Hazard Assessment

None

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**Position Description
(Continued)**

Personal Protective Equipment

N/A

Direct Reports

None