Swagelok

Swagelok Northern California

POSITION DESCRIPTION for PRODUCTION SCHEDULER

IDENTIFYING INFORMATION

Job Title: Production Scheduler   **Regular Hours:** M-F

Department: Production Control   **FSLA:** Non-Exempt

Reports To: Production Control Manager   **Effective Date:** February 2021

POSITION SUMMARY

PRIMARY FUNCTION

As a member of the Production Control team, Production Scheduler supports the Assembly Services Team of Swagelok Northern California. This includes the review of customer forecasts for consignment parts, extraction of BOM's and coordination with Supply Chain Management to ensure all materials are ordered and scheduled as needed.

The Production Scheduler is responsible for assisting with the build plan based on material availability. Additionally, working with the Supply Chain Team they assist with expediting materials that are identified on the shortage report. The Production Planner is responsible for review of open order reports, ensuring all components have been ordered, and coordinating allocations of materials.

The position includes responsibility for analyzing prints, specifications, proposals, and other documentation to ensure that orders get processed in an efficient manner. This role requires the ability to prepare clear, complete, and accurate work plans and review detailed drawings along with coordinating fabrication activities to ensure that product conforms to engineering and customer specifications.

YOUR NUMBER

For each position, Swagelok Northern California utilizes one key metric to drive success and provide clarity in decision-making. The key metric ("Your Number") for this position is: **O [zero] sub-assemblies to be created at end of day.**

DUTIES AND RESPONSIBILITIES

- Demonstrate passion, active listening, and empathy in all interactions to achieve the company's Vision to *Be our customer's favorite story and greatest competitive advantage*.
- Collaborate with Swagelok personnel as required
- Utilize our business systems to manage information flow
- Manage documentation in accordance with procedures
- Ensuring that products are delivered on time and expedite as needed
- Follow our processes and standard work procedures
- Identify and participate in continual process improvements
- Review customer forecasts for consignment parts and take appropriate actions
- Continually improve by participating in Swagelok Northern California's personal & professional development program

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EDUCATION AND EXPERIENCE

EDUCATION & CERTIFICATIONS

High School diploma (required)

Certification or degree in related field (Supply Chain Management, Engineering, APIC, Project Management) (preferred)

WORK EXPERIENCE

- Working with design documentation and specifications (required)
- 5 years of experience as a Scheduler (preferred)
- Experience with fluid system components (preferred)

SKILLS & COMPETENCIES

- Strong computer skills with a focus on MS Excel
- Strong written communication skills
- Ability to use ERP/MRP software applications
- Demonstrated ability in analytical thinking
- Ability to multi-task

ESSENTIAL VALUES FOR SUCCESS AT SWAGELOK NORTHERN CALIFORNIA

- **Respect.** Create an environment where people are trusted, respected, and treated fairly.
- **Innovation.** Challenge conventional wisdom to create new value for the customer.
- **Customer Focus.** Create value for the customer in order to create value for Swagelok.
- **Integrity.** Choose to do the right thing with courage and character.
- **Quality.** Provide high value and high performance in our products, processes, and services.
- **Continuous Improvement.** Consistently do things better to enhance safety, savings, and productivity.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Continually required to sit or stand
- Occasionally required to move around an office, production or warehouse environment
- Continually required to communicate with various stakeholders
- Continually required to read and view a computer screen
- While performing the duties of this job, the noise level in the work environment is typical of an office, production or warehouse setting.