

Date: Oct 2017

Job Title:	<b>Scheduler I</b>
<b>Purpose:</b> Schedule production, procurement of materials, coordinate information and trouble shoot standard Supply Chain order processes.	

**Responsibilities:**

- Use process scheduling tools to efficiently schedule production. Ensure assembly is running the right material at the right time.
- Procurement of material to match production demands.
- Perform day-to-day maintenance of replenishment models using Excel or other tools.
- Communicate status of production and production issues; proactively adjust schedules/procurement of parts for changing demand patterns.
- Communicate to supervisors, team leads, and material planners when critical materials arrive.
- Look up component status in systems.
- Perform inventory cycle counts.
- Perform root cause analysis with resolution until completion that requires independent analysis of various root cause issues.
- Accurately record incoming purchased material receipts in a timely manner. Reconcile the physical components against the supplier's documentation.
- On occasion, train others on basic scheduling processes.
- Perform back-up duties as needed/requested.

**Education/Special Skills:**

- Grade 12 Diploma or GED
- Willing to increase scheduling/inventory control knowledge through continuing education.
- Skills in problem solving, communication, organization, telephone techniques and inventory management.
- Knowledge of Dashwood Product and/or windows and doors an asset.
- Good understanding of delivery system.
- General understanding of order processing systems.
- Working knowledge of Microsoft Office Applications.