



Production Scheduler / Buyer Job Description

JLS Automation is currently accepting candidates for a Production Scheduler / Buyer for our corporate office in York, PA. The Production Scheduler / Buyer will work with a leader in primary and secondary packaging machinery for the food manufacturing industry using cutting edge robotics technology. We have an exceptional customer-focused and employee centered culture in a heavy growth mode.

Production Scheduler / Buyer Job Objective

The Production Scheduler / Buyer will create the integrated master production schedule for all projects and monitor it to ensure on-time delivery of product to customers. Daily build schedules may be used to meet the monthly goal. The Production Scheduler / Buyer monitors the production schedule, supplier commitments, and work center capacities and makes changes when necessary, such as when resources do not arrive as planned or when equipment install is delayed. The Production Scheduler / Buyer needs to monitor inventory levels and plan monthly cycle counting activities.

In addition to the above scope, the Production Scheduler/Buyer, under the direction of the VP & GM, will be responsible for identifying and acting on opportunities to optimize internal processes that could include general office, engineering, and/or production processes.

Production Scheduler / Buyer Job Duties and Responsibilities

- Make purchase decisions in accordance with company procedures and customer requirements;
- Issue bid requests to potential vendors and suppliers;
- Ensure purchase orders are processed in an efficient and timely manner;
- Create and manage the production schedule of multiple projects at any given time in ERP System; Use ERP data to identify production and supplier resource constraints and act accordingly to limit risk;
- Communicate production and supplier activities & status updates with engineering, purchasing, and operations apart of weekly meetings;
- Optimize supply chain with Purchasing and Materials Handling to meet project needs & deadlines;
- Assist Finance Director and Project Engineers in monthly Percentage of Completion (POC) estimates;
- Other duties as assigned;

Production Scheduler / Buyer Knowledge, Skills and Abilities

- 4-year college degree majoring in Business, Supply Chain, Mechanical Engineering, or related program
- 3+ years' experience of strong production scheduling experience
 - High Mix / Low Volume manufacturing settings
- ERP / MRP Tier II or III software experience; preferably Jobscope
- APICS certification strongly preferred, but not required
- Ability to build rapport and interact effectively with personnel at all levels within the Company and with vendors and business partners outside the Company
- Demonstrates highly-ethical behavior and good judgment at all times
- Effective listening, verbal, and written communications skills