



JOB DESCRIPTION			
Job Title	Production Scheduler	Job Level	Supervisor
Job Purpose	The Production Scheduler is responsible for the efficient planning and coordinating of all jobs through the proficient use of the PACE Scheduling Software in conjunction with effective communication with the Production Team Leaders while achieving all operational goals related to cost, delivery and quality.		
Reports to	Executive Manager Production		
Direct Reports	None		
Department	Production		
Division	SCRIP-J		

MAJOR ACCOUNTABILITIES
<p>SCHEDULING:</p> <ul style="list-style-type: none"> ▪ Work collaboratively with the Sales Department to ensure that customer requirements are met ▪ Schedule, monitor and update all jobs using PACE Scheduling Software ▪ Respond to Delivery Date Requests (DDRs) within a half hour of receipt ▪ Inform Management and Sales team of any gaps in the schedule to maintain a 6 week loading of all Presses ▪ Efficiently coordinate and hand over evening shift and weekend work schedules to the relevant Supervisor/Team Leader ▪ Follow up with the Pre-Press Coordinator to ensure all approvals are done in a timely manner to achieve continuous production on all equipment ▪ Liaise with the Machine Maintenance Supervisor to ensure maintenance dates are accurately recorded, updating PACE to show downtime in each department <p>DELIVERY OF JOBS:</p> <ul style="list-style-type: none"> ▪ Advise the Sales team of any job delays within 30 minutes ▪ Liaise with the Warehouse Dispatcher to ensure deliveries are done according to agreed schedule and advise Sales Team of status <p>LEADERSHIP</p> <ul style="list-style-type: none"> ▪ Enhance work experience for employees by creating a motivating, positive work environment where employees feel that they can communicate openly and that they are part of a productive Team by: <ul style="list-style-type: none"> - Instilling core values - Ensuring employees feels supported and able to communicate successes, concerns



and challenges

- Understanding and finding solutions to challenges
- Work closely and in harmony with Team Leaders, Supervisors and Managers

OTHER:

- Accurately check estimates for stock, ensuring availability for scheduled jobs and coordinate external purchases of special materials and finishes when requested
- Approve data collection for Production employees and query any overruns with relevant Team Leader for investigation
- Chair Production meetings
- Prepare and manage Spoilage Reports and Continuous Improvement Forms
- Prepare all other reports, duties and tasks that may be assigned to the position as it relates to production

HEALTH & SAFETY

- At all times pay special attention to and promote workplace safety
- Ensure physical environment is kept clean

It may be necessary, due to exigencies that may arise, to perform duties other than those normally falling within your ambit.

QUALIFICATIONS

- 5 O'Levels including Math and English
- Computer literate – proficiency in MS Office
- Experience in a Production, Manufacturing or Printing environment would be an asset

BEHAVIOURAL COMPETENCIES

- Strong analytical, problem solving and decision making skills
- Excellent at organizing and prioritizing work
- Ability to communicate effectively, both written and verbally
- Excellent customer service skills
- Be flexible and capable of adjusting to rapidly changing schedules
- Ability to work successfully alone or as part of a team

WORKING CONDITIONS

- Ability to work in an environment with chemicals, loud noises and dust
- Available to work on weekends when required (4-6 weekends per year)
- Ability to work extended hours if necessary
- Available by telephone beyond regular working hours

PHYSICAL REQUIREMENTS

- The incumbent may occasionally be required to lift packages
- Working with a computer for extended periods during the day



Please email your application [here](#)

or send to:

Human Resources Department
SCRIP-J
1 Fernandes Industrial Centre
Laventille