

JOB DESCRIPTION

JOB TITLE: Production Scheduler	DEPARTMENT: Operations
REPORTS TO: Operations Supervisor	LOCATION: Woodside. Bishop's Stortford
JOB PURPOSE: Inflite Engineering Services (IES) has an exciting opportunity for a Production Scheduler at the Woodside facility based at Bishop's Stortford. You will benefit from a competitive salary, benefits package and 25 days annual leave. You will be working with a forward looking, highly skilled/experienced team as we transform the business to become the UK's leader for manufacturing and precision engineering in technically challenging fields.	
MAIN RESPONSIBILITIES AND DUTIES: Reporting to the Site Operations Supervisor your duties will include (but not be limited to): <ul style="list-style-type: none"> • Work with Section supervisors to schedule and allocate resources for Sheet Metal Fabrications, Heat Treatments and Assembly to meet customer deadlines. • Highlight any scheduling problems to the wider team and work with an experienced cross functional team to implement robust solutions. • Work with Section Supervisors and Subject Matter Experts (SMEs) to solve engineering problems in a timely manner. • Collaborate with the wider team to ensure plant/machinery is maintained in line with an agreed Planned Preventive Maintenance (PPM) plan. • Work with Section Supervisors and Subject Matter Experts (SMEs) to ensure that training plans are in place to maximise resource capacity and efficiency. • Support Section Supervisors with twice yearly employee appraisals. • Be a Subject Matter Expert for the group Enterprise Resource Planning (ERP) system and be instrumental in the migration to the new Epicor system over the next 12 months. • Participate in Material Review Board (MRB) meetings with the wider team to review quality problems, find root causes and implement corrective/preventive actions. • Collaborate with the other IES groups to deliver products and services to customers right first time, on time, every time. • Participate in Practical Process Improvement initiatives such as 5S and LEAN. • Perform other duties within your capabilities as directed by the Leadership Team. 	
EXPERIENCE & SKILLS REQUIRED: <ul style="list-style-type: none"> • Strong experience in a manufacturing environment in a Production Scheduling role. • Experience with ERP systems (Epicor preferable) • Strong people management skills • Knowledge of sheet metal fabrication and assembly. • Project management experience (advantageous). • Experience of 5S and LEAN (advantageous). • Available to work overtime (including weekends) when required 	

I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager.

Signed: _____

Print Name: _____

Date: _____

Manager: _____

Date: _____