

ILLUMITEX

Position: Master Scheduler - Manufacturing

JOB SUMMARY:

This **Master Scheduler - Manufacturing** should be a professional with proven results and an ability to drive performance and improve productivity in a fast-paced LED Lighting fixture manufacturing environment. This person will set challenging and productive goals for themselves and provide leadership, support and motivation to the Operations team, while holding others in the organization accountable for items that impact the Company's success. This position will be responsible for scheduling and capacity planning for our Austin, TX manufacturing facility. In addition, this position will be responsible for ensuring that Production Control (material planning) generates, distributes and communicates daily build schedules to Operations as well as managing the kitting process to ensure timely material availability for Operations. As required, this role will also be responsible for developing recovery dates and the necessary planning in support of on-time delivery and you will also be a leader in our operations group with input and responsibilities that span quality and productivity including lean and 5S.

ESSENTIAL FUNCTIONS:

- Maintains the master production schedule for the facility, reviewing daily to adjust for changes in customer requirements, delay in receiving raw materials, availability of production equipment, etc. and advises appropriate parties in the plant and sales offices of changes in the schedule.
- Facilitates the sales & operations planning (SOP) process; prepares top-level forecast with input from sales & marketing, operations, materials, and finance.
- Leads weekly production planning meetings that includes representatives from production, shipping, customer service, and purchasing departments.
- Ensure job work orders are issued in support of the production schedule and manufacturing cycle times.
- Utilizes historical sales trends to forecast accurate inventory targets and allocation plans.
- Review forecast with both Sales individuals and the department to ensure all the nuances are understood when making production decisions and participates in sales department's quarterly forecast meetings.
- Act as liaison between Plant Production and Supply Chain.
- Examines production specifications and capacity data, and performs complex mathematical calculations to determine production processes, tools, and human resources required.
- Play an integral part of in material kick-off for new projects (planning and ordering), significant follow-on projects and re-activated products including participants from Sales & Contracts, Program Management, Engineering and Operations to determine material supportability and available capacity, considering existing backlog.
- Responsible for book & shipment analysis modeled to maximize incremental business based on delivery capabilities of open capacity from the time phased backlog. -Unscheduled backlog reviewed for strategic pre-buy of long lead materials for the purposes of ensuring on-time delivery performance is maximized, as well as ensuring competitive margin orders and projects are strategically scheduled.
- Monitor and adjust WIP and Finished Goods inventory levels on an ongoing basis to meet inventory turn goals.
- Responsible to plan for both internal and external production resources required to support customer delivery schedules.
- Assess planning risks and mitigation actions required to achieve the production goal.
- Track on-time delivery performance.
- Provide oversight of WIP to ensure work orders do not age.
- Work closely with upstream and downstream processes to establish effective working relationships with all members across the organization.

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EDUCATION AND EXPERIENCE:

- Bachelor's in Business Administration, Operations Management or other related fields from an accredited university is required.
- 5 years' experience in a production management/master scheduling role in an electronics product manufacturing environment.
- Proven track record of successfully deployed production scheduling to deliver product on time and favorable financial results.
- Experience with trouble shooting/determining causes of past dues and providing feedback on areas that require overtime, more capacity, etc.
- Knowledge of S&OP processes, demand planning, forecasting, capacity planning and determining accurate run sizes.
- Decision maker with the ability to analyze needs and risks, while handling multiple priorities.
- CPIM and/or APICS Certification preferred.
- Prior production scheduling using an ERP system is required.
- General Operations experience with quality, sourcing, productivity desirable.

COMPENSATION AND ADDED VALUE –

In exchange for your background, experience and willingness to give your best to the Illumitex team, we offer the following perks:

- Competitive base salary with potential bonus opportunity
- Excellent healthcare, dental and vision programs with the company contributing towards the premium.
- Incredible PTO programs, we take care of our team
- 401(k) program
- A culture of appreciation and recognition for good ideas and a job well done

Illumitex will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided. Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

TO APPLY PLEASE SEND RESUME AND SALARY REQUIRMENTS TO: hr@illumitex.com