

Production Scheduler

Company Overview:

The Look Company North America specializes in delivering extraordinary visual engagement solutions for sport and retail customers. We are looking to hire a permanent full-time basis Production Scheduler to implement and maintain all production scheduling duties.

Company Website: <https://thelookcompany.com/>

Hours of Work: Day shift 8:30am-5pm

Position Overview: Permanent, full-time Mon-Fri, On-Site

Responsibilities

Production Scheduling

- Develop and implement daily and weekly production schedules and targets
- Balance existing labor and machine capacity to maximize efficiency and production throughput
- Examine all aspects of the scheduling process, including historical data, to improve production processes wherever possible
- Ongoing communication daily with Operations & Production Manager, CSR team and production department lead hands regarding order status, rush orders, re-scheduling and priorities
- Establish and communicate production lead times on a regular basis
- Monitor and communicate order performance throughout the production process, highlighting concerns and communicating with management
- Production data management updates (Wrike & ERP System)
- Conduct weekly meetings with PM/CSR teams and production departmental lead hands on production order status and upcoming orders
- Implement digitalized production scheduling via ERP system on shop floor
- Quality Control Auditing
- Ensure continuous communication with all levels of management

Candidate Characteristics:

- High attention to detail
- Basic mechanical detail understanding
- Ability to create and understand reports to make production decisions
- Able to work under tight deadlines in a fast-paced environment
- Must have time management skills and able to prioritize effectively
- Highly organized and able to continuously improve processes and open to learning

- Deadline driven and capable of holding themselves and staff to specific timelines
- A team player willing to support other company staff as required

Education and Experience:

- Capable of overseeing multiple priorities and projects simultaneously
- Minimum 1 year of scheduling experience.
- Proficiency in computer applications: Microsoft Office (Word/Excel) and ERP systems

Benefits:

- Company paid extended health care after (3) months
- Company paid dental benefits after three (3) months
- Life insurance
- Wellness program
- Company events
- Casual dress
- On-site parking
- Public transportation
- PPE supplied
- Yearly company paid steel toe footwear after three (3) months

We believe a diverse workforce makes a difference. We are an Equal Opportunity Employer. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted

If you are interested to learn more or in applying for this position, please apply through our website at: <https://experience.thelookcompany.com/careers>