



# Planner/Scheduler

Tulsa, OK | Manufacturing | Clear Edge Filtration | Process Technologies

## General

- This position reports to the Operations Manager.
- Normally 45 hours per work week (M-F). Potentially weekend requirements.

## Job Summary

The planner/scheduler is responsible for planning production orders in the system and scheduling production orders on the shop floor in a way that balances capacity and optimizes flow. Along with taking care of all planning and scheduling, this person is also responsible for communicating with both buyers and customer service representatives to make sure flow throughout the entire value stream goes smoothly. This person will also be involved in continuous improvement initiatives focused around improving the overall planning/scheduling system and processes.

## Job Responsibilities

- Review and plan production orders in ERP system (check material, process lead time, etc.)
- Schedule production orders to shop floor in a way that balances capacity and optimizes flow
- Communicate with buyers to understand material lead times to provide accurate planning and scheduling for the customer
- Communicate with customer services representatives so customers are notified in a timely manner when product will be available or if there are any disruptions/delays
- Work closely with production team to balance workload across operations to effectively utilize capacity
- Help identify opportunities for improvement in systems and processes to drive continuous improvement initiatives
- Work on improving overall planning and scheduling process to make it robust and user-friendly
- Help create training documentation on how to properly plan and schedule customer orders and how to troubleshoot issues in the ERP system
- Work with management team to achieve key performance initiatives; safety, quality, on-time delivery, inventory, and productivity

## Education/Experience

- High school diploma or equivalent is required. An Associate's degree or higher is preferred
- Candidates must have a minimum of 3 years of experience in a manufacturing environment
- Experience in planning or scheduling is preferred
- Lean manufacturing knowledge and experience is preferred
- Familiarity with ERP systems and basic manufacturing operations is preferred
- Strong communication skills, along with Microsoft Office knowledge is essential

## **Principal Behaviors**

**Bias for Action** – takes initiative, enthusiastic, leads by example, sense of urgency, makes decisions

**Integrity** – honesty, openness, positivity, meet commitments, follows rules, accountability

**Respect** – trustworthy, firm, fair, consistent, open communication

**Team Oriented** – works well with others, ability to communicate, strong listening skills

**Organized** – efficient, self-disciplined, goal-oriented, clean and orderly

**Leadership** – coach and teach, strategic, inspire others, takes ownership, self-directed, motivates others

**Problem Solver** – agile, critical thinking, helpful, willing to take on challenges