

KIK CUSTOM PRODUCTS KIK INDIANA PRODUCTION SCHEDULER

KIK Indiana - located in Elkhart, IL procures, blends, fills and packages a wide variety of aerosol and liquid personal care products.

SUMMARY:

The Production Scheduler is responsible for interpreting material plans and feedback, preparing and maintaining the production schedule in accordance with the production plan while balancing priorities and capacity within the KIK Elkhart production facility. This is a progressive role where the individual will be expected to take on greater responsibility over time through job growth and promotion. We are seeking self-motivated, reliable and organized individuals who are able to meet deadlines and deliver quality work.

PRINCIPAL RESPONSIBILITIES:

- Develop weekly production schedule according to sales forecasts or customer orders.
- Plans and schedules workflow for each department according to previously established manufacturing sequences and lead times.
- Work well with plant maintenance to assist in scheduling of preventative maintenance.
- Closely manage WIP and FG inventory levels.
- Work closely with department managers to develop ways to improve plant efficiencies.
- Prepares production reports.
- Ensure availability of raw materials to fulfill planned work orders through just in time delivery of raw materials.
- Knowledge of supply chain functions.
- Back up for the long term or finite scheduler.
- Prepares production reports.
- Confirm orders for manufacturing

KNOWLEDGE AND EXPERIENCE

- 3-5 yrs of production scheduling experience in a manufacturing environment
- Knowledge of supply chain functions and all plant processes and constraints
- Excellent communication skills. Able to function in a fast pace environment
- Able to manage demands and conflicting requests
- Ability to work independently
- College degree preferred
- Computer literacy, specifically Windows and Microsoft Office, Excel
- Previous JDE experience a plus