



DUNHAM-BUSH

Dunham-Bush USA, LLC
1800 SE 38th Ave
Homestead, FL 33035
W: www.dunham-bush.com

Job Description

Job Title	Master Scheduler
Department	Production Operation
Reporting Manager	Operations Manager
Company	Dunham-Bush USA LLC
Location	Homestead FL
Date Updated	October 6 th , 2021

We are seeking a Master Scheduler to join our team! The Production Scheduler will coordinate the flow of factory orders and processes between departments as well as identify areas of improvement to attain efficiency.

Responsibilities:

- Manage process flow of factory orders from sales, engineering, material planning, manufacturing & production to complete delivery
- Create and/or organize a production schedule on a daily basis and also make sure that every output is recorded appropriately
- Outline production schedule & factory leading based on order requested date and production loading and capacity
- Maintain and improve execution of production assignments
- Review and coordinate materials supplies and finished goods shipments in a timely manner
- Confer with other departments to determine progress of work and completion dates
- Compile production reports on schedule and completion date
- Review and communicate production status reports
- To coordinate and collect status from various departments and align to work schedule
- Rectify and/or reconcile differences and inaccuracies that have to do with shipment and deliveries to customers
- Serve as point of contact between production and planning teams

Qualifications:

- Possess experience in production, planning, or other related fields



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- Excellent communication skills, able to pass the necessary information to both customers and employees
- Able to work in a team environment cordially and effectively
- Good interpersonal skills and be able to relate respectfully, cordially, and freely with people (customers, employees, and vendors inclusive)