

INDIVIDUAL DESCRIPTION	ACF JOB PROFILE	
Department:	Supplier Management	Signatures:
Name of Incumbent:		_____
Job Title:	Master Scheduler	Incumbent
Manager's Name:		_____
Manager's Job Title:	Group Director Supplier Management	Department Manager
Date:	May 2017	
FSLA Status:		
DIMENSIONS Please give detailed information for every dimension below by using the Core Dimension List		
Dimension <ul style="list-style-type: none"> ▪ Complexity ▪ Area of Responsibility 	Position Information Responsible and accountable for effective management of master scheduling, capacity management, sales and operations planning and schedule conflict resolution Develop the master schedule for programs transitioning from SAP to BaaN to ensure smooth transition to the ERP system. Provide master and detailed schedules prior to ERP implementation and resolve conflicts in schedule between SAP and BaaN.	
SUMMARY OF JOB CONTENT Gate keeper for ACF's Master Scheduling process, to include the forecast and backlog (customer received orders), the master production schedule (supply plan), the projected on hand inventory (POH), and the available to promise (ATP) quantity. The master production schedule (MPS) is the key deliverable produced from the master scheduling process. The Master Scheduler provides a focal point for the required coordination of marketing / sales, manufacturing, engineering, quality, distribution, and planning. Must develop and implement solutions when ERP system conflict exists between current SAP system and new BaaN system.		

KEY ACCOUNTABILITES

Principal Accountabilities:

Prior to, during and immediately following implementation of the new BaaN ERP system, the Master Scheduler will be responsible to:

- Develop and manage the master schedule by balancing supply and demand to meet customer requirements while optimizing the use of shop production capacity.
- Continuously monitor performance to forecast, and implement any necessary changes to the master schedule.
- Assess the impact to capacity and inventory levels that result from any proposed major changes to the master schedule.
- Interact with Purchasing and the Supply Chain Team to ensure proper material flow; expedite purchase orders in support of material requirements.
- Evaluate the impact of bottom-up inputs, such as anticipated delay reports from the shop or purchasing indicating that particular component will not be available as schedule or that planned production rates are not being attained.
- Call basic conflicts of demand and capacity to the attention of other members of management, especially marketing and manufacturing, who need to participate in resolving the problems.
- Assesses schedule risk and opportunities and forwards information to the Program Manager and Integrated Product Team.
- Revise the master schedule when necessary due of lack of material, manpower or capacity.
- Support and expand on all opportunities to drive improvement in inventory, fulfillment cycle, and capacity management.
- Drive standardization throughout ACF's ERP system to ensure data integrity and consistency of all deliverables.
- Develop and deliver weekly performance metrics that measures master schedule performance. Take effective corrective action when metrics are not meeting required targets.
- Provide clear direction to execute according to the master schedule and be able to interpret information that may affect the master schedule. Verbal and written communication skills are essential.
- Provide leadership to execute the plan that will meet customer expectations.

Shared Accountabilities:

- Assist Sales and Program Managers by providing information on current shipping schedules.
- Work with Operations Management to develop work around plans to resolve capacity issues, job delays or other impacts to the master schedule.
- Work with Planning to ensure prioritized daily dispatch list are available for each work center and are linked to the master schedule.

PREFERRED KNOWLEDGE / SKILLS / EXPERIENCE

Special Position Requirements:

Bachelor of Science Degree in Business, Economics, Finance, or related degree and a minimum of 10 years of experience in Materials Management/Logistics Management working in an ERP environment. At least 5 years of experience as a Master Scheduler. APICS CPIM preferred. A demonstrated understanding of materials management/logistics management. Strong verbal and written communication skills. Fluent in MS Office. Professional interpersonal style and effective time management skills are a must. Preferred knowledge of SAP or BaaN.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand and walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is typical office work space.