



Nuclear Sensors & Process Instrumentation

Round Rock, Texas, USA / www.ultra-nspi.com

Ultra Electronics, Nuclear Sensors & Process Instrumentation is a business name of Weed Instrument Co., Inc.

Job Description

Position: Master Scheduler
Department: Materials
Classification: Exempt
Supervisor: Director of Logistics

Purpose of Position

Under general supervision of the Director of Logistics, this position requires the successful candidate to coordinate the Master Production schedule to ensure a successful handoff of short and long term planning information to the production floor. The position requires direct interface with Production, Engineering and Sales. This role has the ability to effect short-term and some long-term business goals and is responsible for implementing scheduling strategies that successfully support organization, division, and corporate objectives.

Key Responsibilities

- Directly responsible for the Master Schedule development and preparation. Works with the Engineering Project Manager and Sales to understand system requirements. Works with Production to understand manufacturing times and combines with material lead times to provide a comprehensive view of the Production schedule
- Develop the system to identify manpower, process, or tooling bottlenecks constraining cell thru puts, and recommend alternative solutions that optimize resource utilization
- Work with Materials to determine major suppliers' corporate objectives and strategies which dictate their sales and service policies in order to assess their potential value as a new or continuing long-term, low-cost supplier
- Creates & distributes the integrated production plan that optimizes resources in the entire factory (labor, inventory, equipment). As part of the integrated plan, each piece/product line must stand alone for that portion of the business but work together to integrate the yearly activities
- Manage production variation and smoothing by recommending staffing level changes, capacity changes, and build-ahead/push-out plans. Works with the Production Manager to insure Planning addresses resource constraints
- Analyze and update ERP system parameters for planning and production Kanban Levels in concert with Production Control
- In concert with Manufacturing Supervisor and Director of Logistics, publish and manage daily production meeting, changes, and performance to schedule metrics
- Primary Operations contact for questions and concerns with scheduling and deliveries to our customers. Organize and implement a quarterly Voice of the Customer Sales and Operations meeting
- Analyzes and defines STP and available to promise inventory. Works with planning to make adjusts as needed to support forecast
- Work with suppliers to establish distribution centers that support appropriate inventory levels per the Master Schedule.
- Conduct in house supplier reviews to access supplier strength, provide feedback and determine supply capability to support Ultra NSPI in the required fashion

Desired Background and Skill Requirements

- 5+ years of master scheduling experience
- BS degree from an accredited University program or equivalent experience
- Preferred experience in Lean Manufacturing
- Strong MRP / MRP II / ERP experience and familiarity with Kanban, JIT, Pull
- Strong familiarity with Purchasing/Inventory Control systems, spreadsheets, word processing software
- Must be able to work effectively in a team environment
- Lives the "continuous improvement" philosophy; develops and adopts new ideas and concepts
- Knowledge of the Styeline ERP system a plus
- APICS Certification a plus

Ultra Electronics, NSPI
Date: 01/22/2012

Authorized by: Dan Upp
President

The Company reserves the right to modify, interpret, or apply this job description. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "At-Will."