

Position Profile:

The Scheduler is accountable for creating and maintaining production schedules to ensure all timelines for delivery of product to the Customer are met. The production schedules may include manufactured goods across multiple CURiO brands, no matter the production location. The Scheduler must fully operate in the ERP system and provide ongoing communication between Marketing, Sales, Customer Operations, Supply Chain, Demand Planning and on and off-site Manufacturing Teams to provide reliable available-to-promise dates for all Product Orders.

Work Responsibilities:

Schedule Planning:

- Build and maintain the master production schedule within a firm, planned horizon for on and off-site manufacturing activities.
- Fully operate in the ERP system; maintain and optimize planning parameters while responding to system generated recommendations and alerts. Interpret software system reports, prioritizing needs with capacity to produce product within the specified due dates.
- Assigns all active items to a primary manufacturing and/or packaging resource, contributes to Bill of Materials (BOM) accuracy and assists with audits for data accuracy.
- Using both forward and backward scheduling techniques, create and maintain production orders in line with demand, material availability and production constraints.
- Analyze and optimize all schedules for pour-to-stock, maintaining the determined minimum stock levels to meet the requirements of the business, and pour-to-order demands to meet customer specific ship dates.
- Utilizes “what-if” simulations to evaluate proposed master schedule changes to determine the impact on parts, materials, and both labor and material capacity.
- Work with the purchasing team and distribution to understand inflow of needed componentry in establishing proper release/ship dates to achieve the desired production schedule
- Work with third party vendors to schedule space on production schedules that will ensure timely product delivery.
- Review production specifications and identify and report plant capacity constraints.
- Develop weekly production status reports as requested. Analyzes and reports on the impacts to customer orders due to material availability or capacity constraints for both in-house and third-party manufacturers.

Problem Solving

- Foresee production leveling needs and work with the supply chain team to ensure components are on hand at the assigned production facility to successfully execute an effective leveled production strategy.
- Foresee and seek approval for temporary resources needed to meet critical deadlines.
- Must multitask and provide quick responses to production problems. As production issues arise, quickly and collaboratively shift resources to ensure that employees and materials are used most effectively.
- Review customer specific requests (including changes to delivery dates and skus) and coordinate with sales operations and communicate any necessary revisions to the requested ship date.
- Proactively monitor workflow through the published schedules to ensure on-time delivery by altering or revising schedules as needed while working with managers to develop solutions to improve production performance.

General Responsibilities:

- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to achieve CURiO goals while exhibiting our Company Cornerstones (Being Creative, Courageous, Connected & Ambitious)
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position will be based out of our Minneapolis, MN office.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend work.

Performs other work as assigned.

Minimum Qualifications

- Bachelor's Degree OR equivalent experience in Business Management, Logistics, Supply Chain, Merchandising, Demand Planning, Purchasing or other applicable fields of study

Computer and/or software qualifications:

- Intermediate to advanced level of proficiency in Microsoft Excel, Microsoft Word, Power Point.
- Working knowledge in understanding, maintaining and using ERP software, analytical software tools, data analysis methods, and other computer applications.

Core Competencies:

- Strong working knowledge of ERP/MRP and Supply chain management systems.
- Ability to communicate and interact effectively with managers, co-workers, customers, vendor, and other partners.
- Ability to analyze complex information and develop plans to address identified issues.
- Proactively seeks to understand the implications of new information for both current and future problem-solving and decision-making.
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs.
- Ability to multi-task in a fast-paced working environment while working under pressure to meet deadlines.

Preferred Qualifications:

- Five years' experience in production scheduling, and/or material planning in a manufacturing environment or five years' experience in merchandising, purchasing and/or demand planning for a CPG or Retail organization.

Travel Requirement: Up to 10%

Working Environment and Physical Demands:

- General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels
- Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; some walking and standing relative to interaction with other personnel
- Occasionally required to lift and/or move items weighing 10 – 15 pounds
- Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
- Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
- Periods of stress may occur