

Position Profile:

The Production & Assembly Scheduler is accountable for creating and maintaining the assigned 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 and may require support from off-site production and distribution facilities. The Scheduler must fully operate in the ERP system and provide ongoing communication between Marketing, Sales, Customer Operations, Supply Chain, Demand Planning, Inventory and on and off-site Manufacturing Teams to provide reliable available-to-promise dates for all Product Orders.

Work Responsibilities:

Production Scheduling

- Build and maintain the production schedule for on-site manufacturing activities including packing, assembly, and re-ticketing.
- Must be aware of all demand (customer orders and forecasts) while constantly monitoring the production schedule to adapt as necessary when variations occur between forecasted demand and actual demand.
- 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.
- Review promotional inventory position with the digital marketing team and ensure inventory is available heading into weekly / monthly promotional activities.
- Participate as needed in the new product routing process
- Provide leadership and direction in solving scheduling issues and challenges. Works across teams to ensure schedule best reflects production and customer priorities.
- Maintains awareness of all skus assigned to the MN production and assembly facility. Routinely runs MRP to assess demand for assigned skus and schedule accordingly.
- Responsible for constant evaluation of the production scheduling process to facilitate improvement and create additional efficiency where applicable.
- Utilizes “what-if” simulations to evaluate proposed 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
- Review production specifications and identify and report plant capacity constraints. Support the site Director in determining proper timing for increasing labor to support peak season.

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:

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- 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.

- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the 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 meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

Minimum Qualifications

- Bachelor's Degree in Business Management, Logistics, Supply Chain, Merchandising, Demand Planning, Purchasing or other applicable fields of study or equivalent work experience
- Three years' experience in production planning environment

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Word, Outlook
- Intermediate level of proficiency in Microsoft Excel
- 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.

Travel Requirement: Less than 5%

Working Environment and Physical Demands:

- This role is remote / hybrid eligible but will benefit from being onsite while onboarding and during peak season.
- When onsite will generally work at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels. Occasional exposure to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments is possible.
- Ability to sit for hours at a time, viewing computer monitor on a constant basis. Some walking and standing relative to interaction with other office or warehouse personnel.
- Occasionally required to lift and/or move items weighing 10 – 15 pounds.

*** Note: This job description does not restrict CURiO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*