

## MASTER PLANNER SCHEDULER

In 1985, Mike and Kim Crabb founded Diamond C with a small team and a big dream. Over the years, the company has grown significantly, now employing over 900 team members. Diamond C remains a family-owned and operated business, with a strong emphasis on our foundational “Do Work, Love Strong” culture, which is based in Mt. Pleasant, TX.

We are unwavering in our commitment to more – more process improvements, more sustainable manufacturing, and more opportunities for our team. Our purpose is to fuel the growth and success of our team members, customers, and community. We're dedicated to being a positive force for change and using our expertise to make a meaningful impact on our community abroad. This role is located in Mount Pleasant, TX 75455

### Purpose:

The Master Scheduler is responsible for utilizing SIOP and MPS processes to ensure that production operations run smoothly and efficiently. Their primary responsibility is to develop, monitor, and adjust production schedules to meet internal goals and customer delivery expectations.

### Shift & Schedule:

Typical business hours are Monday through Friday with some overtime expected as emergencies arise.

### Responsibilities:

- **Develop Production Plans:** Create detailed production schedules that align with company objectives, inventory levels, and capacity constraints. This involves forecasting demand, planning for raw materials, and coordinating with various departments.
- **Inventory Management:** Monitor inventory levels of raw materials and finished goods to ensure they meet production needs without excessive overstock. Adjust schedules as necessary to optimize inventory turnover rates.
- **Capacity Planning:** Participate in weekly SIOP meetings to plan for current and future production capacity needs based on forecasted demand. Work with production management to identify bottlenecks and implement solutions to increase efficiency.
- **Coordination with Departments:** Collaborate closely with sales, production, procurement, and logistics departments to ensure schedules are feasible and align with broader company goals. Address any scheduling conflicts and adjust plans as needed.
- **Order Management:** Prioritize production orders to meet delivery deadlines while maximizing production efficiency. Keep stakeholders informed about order statuses and any potential delays.
- **Performance Monitoring:** Track production performance against schedules and adjust plans as needed to address any deviations. Report on key performance indicators (KPIs) related to scheduling effectiveness and efficiency.
- **Continuous Improvement:** Identify opportunities for improving scheduling processes and tools. Implement best practices in scheduling and production planning to enhance productivity and reduce costs.
- **Risk Management:** Identify potential production risks and develop contingency plans to mitigate them. Ensure schedules are flexible enough to accommodate unexpected events.

# PRODUCTION POSITION

# PUESTO DE PRODUCCIÓN



## Qualifications:

- Bachelor's degree in Business, Supply Chain Management, Engineering, or a related field preferred.
- Five to seven years of experience in production planning/scheduling, preferably in a manufacturing environment.
- Proficiency with production planning software within ERP/MRP systems
- Ability to extract and analyze data from multiple sources, i.e. Excel, PowerPoint
- Excellent verbal and written communication skills, with the ability to coordinate effectively across departments.
- Strong problem-solving skills and the ability to think critically to overcome scheduling challenges.
- Exceptional organizational and time-management skills, with a keen attention to detail.
- Ability to adapt to changes in production demand and adjust schedules accordingly.
- APICS certification is a plus

## Benefits:

- Medical
- Dental
- Vision
- Long and Short Term Disability
- Employer Paid 25K Life Insurance
- Other Supplemental Policies
- Physical Wellness Program
- Paid Maternal/Paternal Leave
- Tuition Reimbursement Program
- 401(k) & Company Match
- Scholarship

We encourage and welcome applicants with any and all backgrounds, experiences, abilities, and competencies. All decisions regarding hiring, promotion, discipline, and discharge are based on qualifications, merit, and the needs of the business. We are an equal opportunity employer.