**Job description**

**Production Scheduler**

We are a growing Manufacturing company based in Mitchell, South Dakota that offers its employees’ Health, Dental, and Vision, plus Paid Time Off.

**The Company:** Quality Wood & Metal Designs has a long history of creative innovation and exceptional service. Though we have grown and evolved over the years, our commitment to providing quality, custom-made products has never faltered.

Our business focuses on creating high-quality custom wood and metal solutions for retail stores, helping customers bring their ideas to life through design and manufacturing, finding innovative solutions for the problems our customers face, as well as inventing our custom products.

* We’ve worked with numerous companies from small homegrown shops to large, industry-leading, multinational corporations to create innovative, and attractive, solutions to their problems.
* We invest deeply in our relationships with our customers and always aim to exceed expectations both on time and budget. No problem is too big or too small for our team of expert designers and wood and metal craftsmen!

**The Position:** We’re looking for a Production Scheduler. The pay range we’re offering is based on education level and experience.

**Requirements:**

* Basic Computers Skills including, Word and Excel
* Ability to learn software quickly
* Professionalism
* Communication Skills
* Manage Multiple Tasks and Goals
* Teamwork
* Strong Math Skills
* Organization
* Attention to Detail
* Experience with EstiTrack is a Plus

**Responsibilities**:

* Inventory Management — ensuring inventory is correct and the company is ordering inventory as required. Managing “Work in Process” (WIP) and finished goods. Scheduling month inventories and reconciling numbers within EstiTrack. Building kits for new production jobs so floor staff has all part available to start production. Communicating when materials will arrive.
* Production Scheduler/Tracker — checking on the progress of projects on the floor and working with the team and Production Manager to make sure the company is achieving deadlines
* Preparing Job Cards — putting all the required paperwork together for the floor to start operations once a Sales Order is made to track production and labor
* Job Card Maintenance — ensure employees are clocked into the correct jobs and making sure their time allocation is correct
* Job Costing and Reporting — documenting all final costs and materials and allocating them to the job through EstiTrack and working with the estimating team to update quotes for future orders. Reporting on the final profitability of projects to Ownership.
* Job Documentation — documenting the nuances of the final product, getting photographs, measurements, and final materials so future rollouts are accurate. Maintain proper documentation to track issues and ensure resolution
* Maintain department whiteboards with the daily/weekly/monthly priorities with the information each department requires. Walk at 4:00 pm each day with the Production Manager to assess the status of projects in each department and update goals for the morning.
* Assist in developing and executing “best practices” for our shipping/receiving/inventory
* Working in a team environment to make sure all departments are successful
* Cultivate healthy relationships with workers to improve communication and productivity
* Organize and Lead daily production review with the management team.

Job Type: Full-time

Schedule:

* 8 hour shift

Work Location: In person