


Role & Responsibilities			 PRYMEGROUP Facilitating Your Growth
Role:	Mater Scheduler	Reporting to:	Operations Director
Business:	Pryme Newcastle	Department:	Manufacturing

Overall Role Purpose:

- Create daily production schedules to maximize efficiency and profitability.
- Ensure that all relevant staff members receive the production schedule.
- Supervise staff members to ensure that deadlines are met.
- Determine project specifications and acquire the necessary materials for completion.
- Order materials / services from suppliers and ensure delivered OTIF
- Customer interface, ensuring customer expectations realised.
- Compile and support with compiling MRB's and document packs.

Key Responsibilities:

- Prepare production schedule and necessary updates of production activities and analysis of manpower and equipment required.
- Collaborate with suppliers to keep material / project spend as low as realistically possible.
- Monitor and measure supplier performance
- Inform customers / clients of schedule changes / delays, and work closely with all stakeholders to ensure requirements are met
- Maintain budgetary, scheduling, and project oversight, and report regularly to Operations Director to keep him/her constantly informed of job progress, plans and problems that could significantly affect costs or schedules
- Manage compliance, quality control, and quality assurance standards / specifications of project requirements.
- ERP (eMax super user).
- Maintain good housekeeping and safe environment
- Work to tight deadlines/schedules,
- Resolve issues and delays in production, problem solve when required
- Be able to work independently under pressure
- To have a flexible forward-thinking approach
- To be involved in Management meetings
- Must have excellent communication skills, both verbally and written.
- PC literate, with knowledge of MS Windows applications (Excel & word)
- Enthusiastic, team player
- Must have excellent time and attendance record

Relevant contacts in relation to Key Responsibilities:

Internal

Skilled Machinists, team leaders, Operators, Apprentices, Estimating Engineer, Operations Director, QHSE Manager.

External

Auditors, Customers, Suppliers

Objectives & Measurement
OTD >95% Efficiency >85% Project profit and loss.

Person Specification – Skills & Knowledge, attitude, and qualifications:
<ul style="list-style-type: none"> • 2+ Production planning experience, project engineering, or project planning experience (scope, schedule, cost, quality). • Knowledge of manufacturing processes. • Familiarity with manufacturing equipment and quality assurance techniques. • Commitment to health and safety standards and environmental regulations. • Well-versed in relevant software (Emax, MS Office). • Project management skills. • Problem-solving ability. • Teamwork skills. • Availability to occasionally work late shifts and hours to suit the job. • Degree in Engineering; post-graduate degree or relevant work experience.

	Print Name	Signature	Date
Employee			
Operations Director			
Pryme Group Manufacturing MD			