



Production Scheduler

American Advance Laboratories is a sister company to McBride Research Labs and is responsible for manufacturing and packaging Design Essentials products. Our successful *Design Essentials* brands are marketed and sold throughout the United States, Canada, South Africa and the Caribbean, and our reach is expanding. Salons and stylist rely daily on the Design Essentials brand products and services to meet the needs of the hair care industry.

Production Scheduler:

Manage all aspects of the production cycle of the organization's products. Maintain master production schedule per customer and organization needs. Ensure that all parts, assemblies, and final products are produced on schedule and per established requirements. Analyze production specifications and plant capacity to determine manufacturing processes and resource requirements. Ensure that production schedule maximizes equipment utilization but minimizes inventory utilization.

Essential Duties:

- Develop a balanced plant production master schedule to establish sequence and lead time of each product to meet shipping dates per sales forecasts and customer's orders.
- Expedite operations that delay production schedule and alter schedule to meet unforeseen conditions.
- Evaluate production capabilities, costs and output rates to determine proper machine loading.
- Identify potential out-of-stock situations or shortage of supply issues and recommend mitigating actions.
- Work closely with customer service and manufacturing to communicate production status, required resources, manage overruns, shortages, ship and delivery dates
- Manage the buying and purchasing function for all raw materials to support the production plan
- Develop relationship with vendors, ensure product availability, and manage price negotiations and agreements for all raw materials.
- Process and track all purchase orders from placement to delivery, including all returns and associated credits.
- Assist with cycle counting and physical inventory processes to maintain accurate inventory accounting
- Assist with product development resources working on integrated cross-functional teams responsible for delivering product improvements and new products
- Conduct root cause analysis for supply issues/variances; define and implement corrective action plans to avoid reoccurrence.
- Create a positive working environment for associates; one that supports continuous improvement, reinforces company philosophy and policies and ensures that every individual is treated with respect

Physical Requirements:

- Ability to tolerate sustained standing/walking up to 10 hours a day.
- Ability to perform occasional to frequent lifting of up to 30 lbs.
- Ability to utilize good eye-hand coordination.
- Ability to perform occasional bending and squatting.
- Ability to push/pull material weighing up to 50 lbs.

Required Experience, Skills, and Education:

- Undergraduate or Graduate degree required
- Must have a minimum of 7 years work experience in a manufacturing environment.
- Experience working with production planning modules, Traverse, Microsoft Office Products
- Must have leadership responsibilities and ability to manage the team.
- Ability to work occasional overtime shifts
- Ability to understand instructions, work procedures, reason and make judgments, problem solve, plan, coordinate, execute, and direct own work while coping with a variety of duties and expectations.
- Ability to work with many specified deadlines and expectations related to the department.
- Ability to communicate clearly and distinctly (oral or written) with peers and supervisors.

- Good mathematical aptitude is required to make accurate numerical measurements and calculate dimensions.
- Ability to perform effectively under stressful conditions, prioritizing job duties delegated from the PTL.
- Ability to troubleshoot, problem solve, driving to root cause.
- Ability to recognize, understands, analyze, and prioritize process failures.
- Ability to read and interpret technical manuals, charts, and parts manuals to plan work procedures and select replacement parts.
- Demonstrate experience with MS Excel and Word.
- Demonstrate experience using control charts and trends.
- Must have the initiative and enterprise to tackle problems without supervision and develop creative solutions.
- Ability to complete all required safety and training courses
 - Must have good interaction skills, work respectfully with a diverse group and build synergy
 - Must possess solid, advance mechanical and troubleshooting skills
 - Must possess good listening skills
 - Must be able to provide training to others.

Send all resumes to resumes@mcbriдерesearchlabs.com