

Position Title
Scheduling Coordinator

Date Prepared
June 1998

Department
Scheduling

Revised
January 2003

Location
Brainerd, MN

Reports to: Scheduling Manager

I Position Purpose

- To ensure the flow of work through the plant is in an efficient and timely manner.

II Budget Dimensions

- Aid in controlling internal costs through effective and efficient scheduling of equipment and staff usage.

III Primary Functions: Duties, Responsibilities and Expectations

- Provides accurate, clear and timely information to CSR's and department managers.
- Coordinate and schedule maintenance on a regular basis with department managers and Scheduling Manager.
- Update, produce and prioritize daily schedules for each piece of equipment.
- Improves the accuracy of schedules by producing revised schedules based on changing conditions and availability of materials.
- Make all delivery commitments.
- Analyzes workflow and directs new orders into time slots that level the workload.
- Aid peers in troubleshooting to ensure production standards are met.
- Provides CSR's with any changes that will affect cost or delivery commitments to the customer.
- Work with department managers to find more productive and efficient processing of jobs through the plant.
- Attend daily scheduling meetings with production managers/supervisors; one in the morning and one in the afternoon.
- Back up Scheduling Manager as needed.
- Ensure Schedule integrity at all times.
- Fully understand and support the Bang Printing quality system.
- Work in a quality oriented manner that promotes a positive example.
- Ensure all jobs are scheduled in a manner to reduce spoilage and material usage.
- Ensure that jobs are scheduled to run as efficiently as possible to keep overtime to a minimum.
- Produce a shop load analysis report with recommendation of overtime for all cost centers each Monday. Review on Tuesday with Supervisor, V.P. and department managers.
- Inform Scheduling Manager of pertinent issues.

IV Communication

<u>Internal Contacts</u>	<u>Nature of Purpose</u>
* Pre-press/Scheduling Manager exchange	* Direction, feedback, information
* Department Supervisors and Managers exchange	* Clarification, feedback, information
* Job Planner and Purchasing exchange	* Clarification, feedback, information
* Customer Service Representatives	* Clarification, feedback, information exchange

V Problem Solving

- Ensure job specifications are accurate and complete.
- Provide input on scheduling to ensure timely customer deliveries.
- Provide support to fellow employees and management.
- Accurately detail issues to Scheduling Manager for resolution.
- Make recommendations on job through-put for improving efficiency throughout the plant.

VI Education, Skills and Experience

- Four years plus in trade on similar equipment, graphic arts and/or technical school beneficial. (General knowledge of overall printing process.)
- Ability to work under pressure.
- Must be detail oriented and good with numbers.
- Excellent trouble shooting skills.
- Self-directed and leadership qualities.
- Good interpersonal and communication skills.
- Good computer skills

VII Travel/Physical Exertion

- Travel as required which may include occasional overnight stays.
- Frequent long hours, 12-hour days.

Employee Signature: _____ **Date:** _____

Performance Expectations

Scheduling Coordinator

1 **Quality**

- A Review tickets and ensures that all jobs have complete and accurate specifications.
- B Perform quality checks by checking jobs through out shop for scheduling concerns.
- C Work in a quality oriented manner that promotes a positive example.
- D Assist and train apprentices as needed.

2 **Material Consumption**

- A Ensure all jobs are scheduled in a manner to reduce spoilage and material usage.

3 **Productivity**

- A Ensure that all jobs are scheduled to run as efficiently as possible to keep overtime to a minimum.

4 **Policy**

- A Understand and support all established company policies.
- B Provide input to Scheduling Manager on areas of concern regarding policy.

5 **Support**

- A Provide input to help improve efficient and smooth operations of the scheduling area.
- B Perform projects and assignments as requested or assigned.