

Job Vacancy Notice

Recruiting for: Master Scheduling Manager

Arnprior Aerospace Inc. combines facilities from Canada, the United States and Mexico to develop and manufacture aerospace structure and components for North America's largest aerospace companies. Located in Portland Oregon, approximately 15 minutes east of the Portland Airport.

Position Summary: Provides guidance to department planners and prepares the master schedule. Assists in the supervision of shop resource loading, flow of product, and adherence to work order best practices.

The Master Scheduler will plan, schedule and assist in the follow up of all work orders in support of customer and internal demands. Ensure that AAP makes or buys the right material, at the right time, in the right quantity, to the right place. Develops and maintains ongoing production plans that result in the product supply meeting customer demand. Responsible to build plans that are consistent with business objectives and designed to maximize customer service and minimize inventory investment. Well-developed communication skills are utilized to interact with all levels inside and outside the facility.

Key Responsibilities/Requirements:

- Responsible and accountable for the establishing and monitoring of production schedules designed to maximize output and profitability and to achieve customer and forecasted requirements
- Develops the monthly Master Schedule and long-term schedule plan. Maintains build planning and reporting on any business risks associated with forecasts.
- Managing production line schedules and monitoring schedule adherence performance utilizing KPI's. Using the MRP system, establish the required quantities and availability of materials needed to meet backlog demands. Release shop work orders accordingly.
- Control of Master Data in the ERP system to ensure the standards are fully complied with and ERP settings are set correctly to support business needs.
- Optimizes capacity and on time delivery through effective capacity and requirements planning and adjust schedules to balance workflow and workload accordingly.
- Managing S/OP (Sales, Inventory and Operations Planning) meetings and activities.
- Reviews all new order additions to backlog and existing customer demands and provide Production's commitments to Sales. Keep due dates updated in ERP.
- Resolve material and part shortages. Interface with purchasing to expedite problem part and to reschedule material deliveries that will result in either excess inventory or part shortages.
- Lead people, develop and mentor team members to meet business requirements
- Develop and maintain departmental budgets as required.
- Coordinate and direct projects, making detailed plans to accomplish goals and directing the integration of technical activities.

Applicants must be eligible to meet the requirements for U.S. International Traffic in Arms Regulations (ITAR). Interested applicants can e-mail their resume and cover letter to Arnprior Aerospace Human Resources Department at hraap@arnprioraerospace.com and reference the **Master Scheduling Manager** position in the subject line.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties that may be required for this position. Additional duties are performed by the individuals currently holding this or similar positions and additional duties may be assigned.

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Mandatory Requirements:

- Bachelor Degree in a relevant field or an equivalent combination of education and 5+ years of professional experience in a planning/production control role. An MBA is a plus.
- APICS, CPIM or CSCP Certification a plus.
- Ability to manage in a high mix/low volume as well as a low mix/high volume manufacturing environment
- Demonstrated communication skills
- Thorough knowledge of ERP systems.
- Minimum of 5 years relevant experience in analytics, demand planning and materials management roles.

Additional Experience and Qualifications:

- Continuous education in a management related field (AIMS etc.)
- Team leadership (cross-functional/kaizen)
- Problem solving and analytical skills
- Presentation skills
- Project management academic
- Project management experience
- General knowledge of process and standard specifications
- Understanding of aerospace configuration management system
- Ability to read and interpret drawings.
- Computer skills in MS Office suite -Advanced level in database creation
- Mentoring and coaching skills
- Knowledge of JIT/Lean production techniques
- Knowledge of 6S/CQI and its application
- Familiar with OH&S rules and regulations

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EQUAL OPPORTUNITY EMPLOYER