Pyrotek

PRODUCTION CONTROL & SCHEDULER

DIVISION:		**JOB CODE:**	2618
LOCATION:		**JOB FUNCTION:**	Production Planning
DEPARTMENT:		**FLSA STATUS:**	Exempt
REPORTS TO:		**EFFECTIVE DATE:**	11/24/25

JOB SUMMARY

Generate and support on-time deliveries by aligning work orders and production schedules. Work with Manufacturing teams to resolve daily issues with the production schedule to ensure the completion of work orders based on production deadlines and capacity models.

QUALIFICATIONS

Education/Experience

High School Diploma or GED plus two (2) years of experience in a Manufacturing environment, or equivalent combination of education and experience

Experience with Lean Manufacturing a plus.

Knowledge/Skills/Abilities

Production Control/Scheduling Skills. Knowledge of manufacturing and procurement processes. Ability to read and interpret blueprints and drawings. Basic understanding of machining, engineering including ECN's (Engineering Change Notice) and quality protocols and standards.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards, values, personal integrity, and honesty. Ability to apply a large measure of common sense to a variety of situations.

Communication Skills. Ability to speak clearly and persuasively in a positive or negative situation, listen and obtain clarification and perspective, and respond well to questions and inquiries. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Application Skills. Proficient computer skills and adept at using a variety of software applications systems. Working knowledge of Microsoft Office products (Outlook, Word, Excel, PowerPoint). Ability to utilize Visual or other ERP/MRP system(s).

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to "figure it out." Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Ability to apply basic mathematics (adding, subtraction, multiplication, and division). Ability to quickly assess problems and offer solutions. Must have a continuous improvement mindset, and ability to remain positive while managing shifting demands and priorities.

Professional Investment. Demonstrated commitment to own personal professional development and learning.

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ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Efficiently and accurately facilitate the successful implementation of the planning schedule by:
   a) Processing Material Requirement Planning (MRP) reports.
   b) Tracking open orders throughout the production process.
   c) Executing and interpreting SQL Server Reporting Services (SSRS) reports and other sources of data.
2. Ensure date alignment of orders to facilitate on-time delivery (OTD) and level loading based on the stated capacity for each resource in the production cycle.
3. Proactively partner with all internal customers and suppliers to ensure timely flow of materials to meet production schedules.
4. Proactively analyze and measure production statuses, identifying problem areas that inhibit full schedule realization; communicate with impacted parties and departments as needed.
5. Analyze, interpret, and communicate key data and KPIs to Manufacturing team on a regular basis to ensure schedule adherence.
6. Promptly manage work orders awaiting material and communicate with the Purchasing team to ensure orders meet the promised delivery date to our customer.
7. Provide timely communication to the Customer Service and Production teams on orders in danger of being delayed.
8. Work with internal and external cross-functional stakeholders to expedite customer orders.
9. Correctly process Inter-Branch Transfers (IBT) to cover MRP triggers to ensure inventory is available for all parts produced on time.
10. Promote positive Team Member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance, and civility.
11. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
12. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response, and effective resolution skills. Work effectively within team environments both within your department and across the organization.
13. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
14. Actively support compliance with all relevant ISO management system standards by engaging all staff to integrate business processes and contribute to the effectiveness of selected ISO management systems. Support staff efforts to continually improve KPIs, ensure resources and training, and accept accountability for compliance requirements.
15. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
16. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
17. Perform other tasks as assigned.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, Team Member generally will work in an office environment. Occasional work in a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles, and periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, may be required.

Team Member's Signature _____ Date _____

Pyrotek is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors.