

GENERAL DYNAMICS

United Kingdom Limited

Title	Manufacturing Production Scheduler
Band	Individual Contributor - Business & Operations Support
Grade	P3 - Senior
Job Family	Manufacturing
Location	Hastings

Position Objective	
<ul style="list-style-type: none"> We are currently hiring for a Master Scheduler to join our operations team in Hastings. The Master Scheduler plays a crucial for ensuring smooth production flow and timely deliveries. You will input orders in the management system and produce and maintain a master schedule consistent with production plans. Acting as the central liaison among Program Management, Engineering, Contracts, and Manufacturing, you'll coordinate all aspects of the production schedule, ensuring customer demands are met with precision and efficiency. If you thrive in a busy manufacturing and operations environment with a great team, this is the right opportunity for you 	

Generic Level Description	
General	Under occasional supervision and on own initiative, provides support services for line and or functional teams. Performs moderately complex duties requiring knowledge of subject matter and full understanding of department practices.
Complexity	Considered fully qualified. Applies learned skills and knowledge to most tasks associated with the job family. Completes diverse, moderately complex assignments within defined policy and according to objectives.
Decision Making & Autonomy	Makes operational decisions/exercises independent judgment within generally defined parameters. Alters approach or recommends procedural changes to accomplish desired results. Seeks consultation or guidance as needed.
Problem Solving	Exercises judgment through interpretation and application of experience. Problems are diversified and require analysis or evaluation of data.
Key Contacts	Builds internal and external relationships, to facilitate the achievement of job/role accountabilities, such as relationships with key suppliers, customers, management and internal service providers.
Communication	Probes and listens carefully, presents information clearly and in appropriate style, persuades others in straightforward situations.
Supervision Required or Provided to Others	Works under general supervision and receives guidance from others when sought. Output is trusted as accurate and generally sound. Output may be reviewed for soundness and judgment, and if required, feedback is provided to support continued learning. May assist junior staff in most situations.

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Discipline Description	
Responsibilities Include	<ul style="list-style-type: none"> • Coordinates Manufacturing delivery commitments to Program Management and Contracts. • Analyses Customer Demand and assures that all items relevant to the manufacturing deliverables are correct, and assures that delivery dates are attainable. • Monitors Master Production Schedules for potential slippage's, problems that are liable to impact final delivery of product through system inquiries and close communication with Material Planner and Production Controller. Alerts
	<ul style="list-style-type: none"> • appropriate management of potential delinquencies. Recommends corrective actions when necessary. • Prepares and distributes weekly schedules to the relevant work centres/production management teams. • Monitors and controls change to Order Policies, and Lead Time Policies. • Develops and maintains Monthly and Quarterly forecasts. Develops a thorough understanding of the critical manufacturing resources, monitoring capacity throughout the cycle to identify a potential bottlenecks. • Adhere to and develops evolving Master Productions Scheduling policies and company standard procedures for Master Scheduling. • Notifies management of potential plan delinquencies/challenges. Applies the appropriate capacity planning (rough cut) to assure long term resource problems are exposed. • Supports requests for BOEs (Basis of Estimates) to feed in to new business bids. • Attends Control Board Reviews to assure change requests are correctly classified and written. Analyses with Production management, the impact on the MPS commitment. • Working with Manufacturing Ops Management and Planning Staff, prepares and provides schedules for project start up and monitors and reports progress of all relevant supporting elements such as test equipment programs and hardware, processes, fixtures and etc. • Assures and recommends that Production management apply appropriate input/output analysis to critical bottlenecks. • Co-ordinates recovery plans when necessary. Calls and chairs formal meetings to coordinate activities and resolve problems that have evolved beyond Material Planner and Production Controller mandate. Maintains minutes and monitors resultant action items. • Prepares and distributes regular Project Status Summaries for relevant projects, if required. Attends Project Review and Production Reviews as required. • Work directly with FG shipper(s) to assure that goods are shipped and issued on a timely and accurate manner. • Maintains and presents relevant performance measures within the Manufacturing Organization. • Acts as backup for other Master Production Schedulers when required.

Knowledge, Skills & Abilities	
Required Skills & Abilities	<ul style="list-style-type: none"> • Attention to Detail • Organised & disciplined • Excellent interpersonal skills for communication at all levels • Basic technical knowledge of the GD product range • The ability to make decisions within your scope of authority and take responsibility for these • The ability to work under pressure • The flexibility to recognise and respond to the changing needs of the role

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	<ul style="list-style-type: none">• Knowledge of the Oracle MRP/ERP system
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Education & Experience	
Required Education & Experience	<ul style="list-style-type: none">• A recognised qualification in Material Management, Supply Chain, Business Administration or related discipline
	<ul style="list-style-type: none">• +5 years experience in Production Control Planning, scheduling and monitoring with an MRP system (ideally Oracle or similar)