



Production Planner/Scheduler

Oliver Inc. is seeking a production planner/scheduler for its Fitchburg, Massachusetts, location. This role is responsible for organizing and scheduling the production of printing projects using the most efficient and economical methods available through the manufacturing process and throughout the facility.

Location: Fitchburg, Massachusetts

Responsibilities

- ✓ Review orders released by the order entry/customer service personnel for routing sequence.
- ✓ Determine and electronically document anticipated production timeframes per manufacturing process.
- ✓ Prioritize production process steps for each job order by machine capacity and delivery commitments.
- ✓ Create prioritized production schedules for each manufacturing process, and update schedules daily as needed.
- ✓ Provide production change notices and delivery dates to department managers and customer service.
- ✓ Coordinate release of job orders for out-source production, including the creation of purchase orders, communication of release directives, and creation of debit memos when necessary.

Qualifications

- ✓ Prior training or experience in production and material planning/scheduling required
- ✓ Purchasing/buying experience is a plus.
- ✓ Familiarity with graphic arts, printing, and converting processes is a plus.
- ✓ Capable of working independently after the initial training period
- ✓ Able to handle frequent interruptions and changing priorities
- ✓ Ability to handle multiple tasks, work rapidly, plan, vary work pace, remain attentive to details, and concentrate amid distractions
- ✓ Competent and accurate with arithmetic computations
- ✓ Strong computer experience: Microsoft office suite and production planning software

