

EMPLOYMENT OPPORTUNITY

Power Test, Inc. is a world leader in the manufacture of heavy duty engine, transmission and chassis dynamometer systems. Established in 1976, we are a consistently growing and dynamic organization. Power Test was awarded the 2011 Wisconsin Manufacturer of the Year Award for Operational Excellence and Community Support and was also named the 2011 Healthiest Employer in the Small Business category in southeast Wisconsin.

Power Test is currently looking for a Production Scheduler.

Job Description: The Production Scheduler analyzes incoming customer order to schedule production orders and coordinates the delivery of parts/materials, equipment and services used in product manufacturing to meet customer requirements.

This individual:

- * is responsible for inventory of production parts/materials in accordance with management objectives.
- * understands the critical component and connection of scheduling within the manufacturing environment.
- * interacts with the production department and customer service so that customer demands are met and resolves problems with production parts, material, equipment or supplier orders.
- * understands systems related to MRP purchasing, planning and scheduling.
- * takes actions necessary to support quoting, production, cost savings initiatives, quality/complaint investigations and other supply chain related activities.

Essential Functions:

1. Controls quality, cost of production, distribution and receiving of materials through appropriate production processes.
2. Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications.
3. Review documents such as production schedules, work orders, and staffing tables to determine personnel and materials requirements, and material priorities.
4. Confer with department supervisors and other personnel to assess progress and discuss needed changes.
5. Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales, production, and engineering.
6. Confer with establishment personnel, vendors, and customers to coordinate production and shipping activities, and to resolve complaints or eliminate delays.
7. Record production data, including volume produced consumption of raw materials, and quality control measures.
8. Requisition and maintain inventories of materials and supplies necessary to meet production demands.
9. Calculate figures such as required amounts of labor and materials, manufacturing costs, and wages, using pricing schedules, adding machines, calculators, or computers.
10. Distribute production schedules and work orders to departments.

11. Compile information, such as production rates and progress, materials inventories, materials used, and customer information, so that status reports can be completed.

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Essential Functions Cont.:

12. Continuously works to reduce inventory through utilization of continuous improvement principles.
13. Consistently exceeds customer expectations for product delivery and quality.
14. Provides training and leadership and represents a positive, enthusiastic role model so as to create a positive place to work.
15. Ability to facilitate activities necessary to a project's completion.

Education and/or Experience: Knowledge of ERP/MRP planning sufficient to provide guidance and vision to the company is necessary. Knowledge of Infor/Visual Manufacturing software a plus.

Minimum Associate Degree desired. B.S. degree in technical or business curriculum strongly preferred.

Five to ten years' experience in a production scheduling or strategic buyer/planning role in a heavy manufacturing environment is preferred.

Compensation and Benefits: In addition to a competitive salary, we are proud to offer an excellent benefits package including:

Holiday pay, Health Insurance, Vacation Time, Dental Insurance, Life Insurance, 401K, Profit sharing, Tuition Reimbursement, Performance Bonus, Wellness Program and Fitness Center

To Apply Submit your resume to careers@pwtst.com or you may visit us at:

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NO PHONE CALLS PLEASE