



Production Scheduler

This position is responsible for scheduling and expediting the flow of work and materials within or between departments according to daily and weekly production schedules. Duties include reviewing and distributing production, work, and shipment schedules; work with department supervisors to determine progress of work and completion dates; inventory levels and solving production problems. Must have a strong ability to multi-task with a sense of urgency to meet deadlines, can effectively work with others and be able to adapt to changes. Safety is always the top priority.

Duties and Responsibilities include, but are not limited to:

- Monitor and maintain workflow between Line Leads & Pullers.
- Ensure daily production requirements are achieved to meet customer expectations.
- Analyze and prepare documents needed for production.
- Creates production schedule and prioritizes job-orders for production optimization.
- Maintains the production schedule and other reports as required.
- Follow-up as required with all teams to expedite flow of materials and documents to meet production schedule and customer expectation.
- Complete status reports for production progress, work in process, and raw material inventory.
- Interacts with team members daily to resolve issues regarding production efficiencies.
- Issue work orders, review production schedules, organize and assign work orders to the lines, including re-works.
- Assures workorder BOM accuracy by comparing BOM with physical production and work instructions.
- Help inspect production work, document issues, ensure work order conformance. Assist the team in a manner to meet quality, production, and customer delivery expectations.
- Responsible for assisting Production Supervisor to conduct equipment training for all production employees.
- Multi-task and work with sense of urgency to ensure operating schedules are met.
- Monitors work order processes and makes suggestions for modifications in order to increase and improve productivity, efficiency and help implement changes as directed or needed.
- Support and help trouble-shooting production issues and help provide quick responses to customer service.
- Must submit a daily report to Production Supervisor on any issues with quality, processes, equipment & materials.
- May be asked to perform other duties at a lower level or higher level of proficiency.
- Adhere to all company policies; including but not limited to attendance, safety, and security and promote positive company culture.
- Performs other miscellaneous tasks & duties as directed by Production Supervisor.
- Job duties may change over time and additional job functions may become essential.



Required and Essential Skills include but not limited to:

- Must have ability to work in a fast-paced environment.
- Strong organizational and communication skills.
- Detail-oriented, ability to multi-task and prioritize tasks with strict deadlines.
- Excellent customer service/phone skills and flexibility for handling a wide range of activities.
- Using logic and reasoning to identify solutions to problems.
- Demonstrate personal time management skills.
- Ability to close work orders, knowledge of printing box labels, instruction sheets & verify UL warning label information. (Be a back-up for a Production Clerk II, QC Lead, Line Leads and Production Clerk).
- Ability to handle difficult situations, work well under pressure, and react quickly to unknown and changing circumstances.
- Ability to train and coach new associates; modify approach as needed to connect with diverse associate base.
- Ability to prioritize multiple workloads and ensure each is completed on time.
- Ability to work independently and as a team.
- Basic computer skills, including but not limited to Microsoft office and Outlook experience.
- Willingness to adapt to the changing environment of swiftly growing and evolving company.
- Able to lift a minimum of 50 pounds.
- Excellent verbal and written communication
- Maintain a clean and organized work area to facilitate manufacturing functions.
- Set an example by actively contributing to department and company goals.
- Take initiative and seek additional training or direction as needed.
- Build quality at work. Ensure processes are consistent with quality objectives. Be aware of current quality levels versus target levels.
- Develop and achieve departmental/company goals and controls. Make suggestions for improvement in areas of cost reduction, processes, quality, and productivity

Benefits and Compensation:

Nora Lighting offers competitive pay and full benefits package that includes medical, dental, Vision insurance, and Voluntary Life/AD&D and a 401(k) plan.

Nora Lighting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, and protected veteran or marital status.

Nora Lighting is a Drug-Free Workplace – Employment is subject to passing a drug test.