



# Production Scheduler/Planner

Department: Production

Reports to: Plant Manager

Location: Port Orchard, WA

Experience: 3-5 years

Job Type: Full Time Employee (non-exempt)

Shift: Monday – Friday, 8am – 5pm

Education: Bachelor's Degree

Tournesol Siteworks is a national manufacturer of landscape products for green buildings based in the San Francisco Bay Area. We're currently searching for a Production Scheduler/Planner as a member of our production group. We can promise you an interesting opportunity at the forefront of the Green Building market, a great place to work with a growing company, good benefits, and an interesting client base working on environmentally-conscious construction projects nationally. Because we're a tight-knit group, you need to be a team player to succeed here.

The Production Scheduler/Planner will work under the direction of the Plant Manager and directly with the Production Manager, to coordinate, plan, and maintain production schedules to meet customer delivery requirements and best utilize the company's productive capacity. This full-time position is located in our Port Orchard, WA manufacturing facility.

## Essential Duties / Responsibilities

- Generate production schedules in coordination with the sales team and production department supervisors
- Review upcoming materials requirements to ensure no interruption in the schedule
- Perform capacity analysis, identify potential bottlenecks, and allocate resources accordingly
- Prepare daily production reports, create work orders and match up with pick tickets in the system
- Make production delivery commitments to sales team
- Work within our MRP & ERP system
- Answer termination or cancellation requests from sales
- Interfaces with manufacturing personnel, the purchasing department and supervisors on material status and production planning issues

## Important Skills and Abilities

- Strong working knowledge of Microsoft Excel/Word
- Ability to work within MRP & ERP systems
- You should have strong analytical skills and attention to detail, and a broad knowledge of a manufacturing environment
- Knowledge of forecasting and planning principles
- Knowledge of inventory management principles
- Knowledge of production scheduling principles



To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. You should have sufficient education, training and/or work experience to demonstrate possession of these skills. This would typically mean a minimum of three or more years' previous experience in a manufacturing environment and experience with managing and planning production schedules.

Most importantly, we're looking for individuals who are organized, thorough, and think for themselves in the workplace. You'll be working on many projects, and will be expected to keep them all moving forward. You'll need to be comfortable working on a computer and in a manufacturing environment. You should enjoy a small-business environment where your performance makes a difference every day. You'll need to be self-directed, and be able to make decisions without continuous supervision.

**Physical demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, unless accommodation would cause undue hardship to the business. While performing the duties of this job, the employee is regularly required to:

	Physical Demands																	
	Lift/Carry				Push/Pull				Bend									
Frequency	< 10 lbs	11-20 lbs	26-40 lbs	41-100 lbs	< 12 lbs	13-25 lbs	26-40 lbs	41-100 lbs	Squat/kneel	Sit	Walk	Stand	Climb	Crawl	Reach above shoulder	Handling / Fingering	Twist/Turn	Keyboard
Occasionally			X	x		X	x	X	X				X	X	x	X	x	
Frequently	x	x			X					X	X	X						
Constantly																		x

*Occasionally – Activity or condition exists 1/3 of the time  
 Frequently – Activity or condition exists from 1/3 to 2/3 of the time  
 Constantly – Activity or condition exists 2/3 or more of the time  
 “Frequently” or “Constantly” are ESSENTIAL elements, or demands occurring in the job since they exist, in general, more than half of the time. Physical demands which are designated “Occasional” may be considered essential depending on other conditions.*

You'll be well rewarded with a salary depending upon your experience, vacation, full healthcare, 401k, and other attractive benefits upon completion of the requisite period of employment. We take good care of our people, and folks that fit within the group and perform tend to stay for a long time. You can check us out at [www.tournesolsiteworks.com](http://www.tournesolsiteworks.com). If you are interested, please send a MS Word copy of your resume and salary history to [jobs@tournesolsiteworks.com](mailto:jobs@tournesolsiteworks.com). Please do not send in more than one; we receive many responses. We'll do our best to respond within 3-5 business days for those candidates considered for the position. After a short preliminary telephone interview, you may be scheduled for an in-person interview. We apologize in advance if we are unable to respond to all submissions.