

## MASTER SCHEDULER / DESIGN MANAGER JOB DESCRIPTION

At PRO Stainless, we have brought together the expertise, the team, the craftsmanship and the facilities, to deliver the most challenging of stainless-steel projects. Since 2001, we have been developing innovative high-end solutions for cleanrooms & hygienic environments, architectural metalwork purposes and production & manufacturing sites across Ireland, Europe, US and Internationally.

**Title:**

Master Scheduler / Design Manager

**Location:**

Ireland

**Reports To:**

Managing Director

**Task:**

As Master Scheduler and Design Manager you will be responsible for, but not limited to:

- **Master Scheduler**
  - Liaising regularly with estimators, sales, production, sites, contracts and finance departments to ensure the most up to date information is captured for the Master Schedule;
  - Updating the Master Schedule daily;
  - Monitoring and optimising macro operational capacity planning;
  - Ensuring capacity utilisation is maximised throughout the planning process;
  - Constantly monitoring dynamics and changes in machines, personnel, suppliers, stock etc. and optimising the Master Schedule with the necessary changes;
  - Working in conjunction with the senior management to support management meetings in terms of budgeting;
  - Responsible for developing and managing project schedules and project control tools;
  - Leading and hosting interactive planning workshops;
  - Critical Path development & analysis;
  - Proficiency in scheduling tool software packages;
  - Developing and communicating tools for the target completion of project goals; and
  - Providing performance updates / reports views for identification of variances and corrective action.

- **Design Management**

- Updating the Design Schedule.
- Scheduling each designer to a project.
- Setting the time frame for the project, key dates.
- Ensuring the typical detail is issued to the customer for comment / approval.
- Knowledge of the design for the project.
- Value Engineer the design.
- Signing off on final design before issuing.

- **Materials Management**

- The Master Scheduler, as part of MRP, will constantly monitor materials dynamics and ensure that the scheduling process takes such dynamics into account.
- Working with the Procurement Manager on vendor issues such as Frame Agreements, Fixed prices, JIT deliveries etc. in line with a Materials Management Programme.
- Clearly identifying against the Master/Overall Schedule areas of non-compliance and ensuring that all possible actions are being taken to recover.
- Reporting to Management as to limitations/difficulties which become evident or are likely to happen and consequently could have a significant effect on the operation of the facility.
- Making recommendations to management as to changes which will allow the organisation to achieve additional throughput and/or reduce costs.

**The ideal candidate:**

- Should be a natural leader with strong managerial capability who has good commercial knowledge and an understanding of Master Scheduling and Production Planning within a project-based production facility.
- Have strong attention to detail skills.
- Requires decision making ability and 'challenging' ability (in a positive way).
- Needs to be able to relate and interact with all functional areas and associated personnel, ensuring that the Master Scheduler & Design Manager role is always actively maintained.

## PRO Stainless – CONTACT

If you have any questions about the role or wish to submit your CV for review, please do not hesitate to contact Amy Meehan – Recruitment Executive on:

077 02951239

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Visit our website at [www.prostainlessdesigns.com/ie](http://www.prostainlessdesigns.com/ie)