

## JOB DESCRIPTION: SCHEDULE MANAGER

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, the UK and internationally.

We have an exciting role for an enthused Schedule Manager, who will work as part of our management team - Estimating, Quality, Design, Production, Contracts and Scheduling.

**Title:**

Schedule Manager

**Location:**

Co Louth, Ireland

**Reports To:**

Managing Director

**Job Summary**

As Schedule Manager you will be responsible for, but not limited to:

**Schedule**

- Liaising regularly with estimators, sales, design, production, sites, contracts, and finance departments to ensure the most up to date information is captured for the Schedule.
- Updating the planner 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 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 controls tools.
- Leading and hosting interactive planning workshops.
- Critical path development and analysis.
- Proficiency in scheduling tool software packages.
- Providing performance updates/reports views for identification of variances and corrective action.

## **Managing the Design Schedule**

- 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.
- Constantly monitoring materials dynamics as part of the MRP, ensuring that the scheduling process takes such dynamics into account.
- Working with the Procurement Manager on vendor issues such as frame agreements, 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.
- 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.
- Strong decision-making ability and challenging ability (in a positive way).
- Ability to relate and interact with all functional areas and associated personnel, ensuring that the Schedule Manager role is always actively maintained.

## **Contact**

If you have any questions about the role, wish to submit your CV for review or have a confidential discussion, please do not hesitate to contact: [talent@prostainless.ie](mailto:talent@prostainless.ie)

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