

Master Scheduler

We are seeking a detail-oriented **Master Scheduler** to develop and manage production and shipment schedules that support customer commitments and operational goals. This role partners closely with Sales, Engineering, Manufacturing, Supply Chain, Shipping and Field Operations to align production planning with business and customer needs. The Master Scheduler must demonstrate strong accountability, collaboration, and disciplined execution while embodying the Company's core values in daily decision-making and interactions.

Responsibilities

- Develop and maintain master production and shipment schedules
- Align schedules with production capacity, inventory, and customer requirements
- Adjust schedules based on labor, material availability, downtime, and changing priorities
- Monitor schedule adherence and communicate risks or delays to stakeholders
- Partner cross-functionally to forecast production requirements and support material planning
- Identify scheduling issues and implement solutions to improve efficiency and on-time delivery
- Maintain accurate scheduling records and performance data

Qualifications

- Associate degree plus 3+ years of related experience, or equivalent experience
- Experience with MRP systems
- Working knowledge of Microsoft Office and SAP
- Strong analytical, organizational, and problem-solving skills
- Excellent communication and collaboration abilities
- High attention to detail and schedule accuracy

Preferred

- Experience with scheduling/work management software
- Understanding project management and scheduling best practices

The details:

For 90 years Schumacher Elevator has been a well-known and respected family owned and operated company that designs, manufactures, installs and services custom passenger and freight elevators.

Position is full-time, first shift. We offer a competitive wage and benefits package that includes medical, dental, life and disability insurance, 401(k) match, PTO, paid holidays and bonus eligible. Post-offer background check and drug screen required.

We are an Equal Opportunity and Affirmative Action Employer.

