



# Master Production Scheduler

## Production/Scheduling/Manufacturing

Moncton, New Brunswick

### The Opportunity

Greystone Energy Systems is growing, and we are looking for a motivated **Master Production Scheduler** to lead the in Moncton, New Brunswick.

This position supports the production team with scheduling work orders through the manufacturing process based on resource availability including staff levels, work center capacity, and customer order priority.

This position plays a key role in maintaining production efficiency and ensuring timely delivery of products through effective use of resources with minimal process downtime.

### Objective and Purpose

- Develop and maintain production schedules using work orders, inventory levels, and resource and process capacities.
- Monitor and manage the flow of work orders, ensuring smooth operations and adherence to timelines.
- Provide production with weekly piece part targets per work center.
- Determine, maintain and optimize cell queue times.
- Assist the Production Manager in determining capacity required by work center.

### Material Coordination

- Collaborate with Material Planners to ensure availability of raw materials needed for production.
- Collaborate with Production Planners to monitor job creation against demand.
- Assist the Planning Department with optimizing inventory levels and production work order volumes.

### Schedule Adjustments

- Adjust schedules to address disruptions including equipment breakdowns, labour shortages, part shortages, or urgent customer requests.

### Stakeholder Communication

- Assist the Sales team with providing product availability dates for customers.
- Communicate schedule changes to production, supply chain, and sales teams including management.
- Use JIRA to report issues preventing job completion including BOM or routing errors and part shortages.



### **Performance Monitoring**

- Develop and maintain management reports on production performance (KPI's) including on-time delivery, process efficiency, and resource utilization.

### **Process Improvement**

Implement and continuously improve APS Syspro master scheduling software.

- Identify opportunities to optimize production schedules and improve overall efficiency.
- Monitor production processes to identify bottlenecks and report via Jira for corrective action.

### **System Utilization**

- Use ERP/MRP systems and scheduling tools to plan and monitor production activities effectively.

### **Education, Training & Experience**

- Bachelor's degree in supply chain or operations management, industrial engineering, or a related field.
- Proven experience as a Production Scheduler, Planner, or similar role in a manufacturing environment.
- Familiarity with production workflows and resource planning.
- Strong organizational and multitasking abilities.
- Proficiency in ERP/MRP systems and Microsoft Office Suite (Excel, Word, etc.).
- Excellent communication and problem-solving skills.
- Ability to analyze data and make informed decisions under pressure.

### **Skills and Competency Requirements**

- Organized and self-motivated.
- Strong planning and problem-solving skills.
- Must have strong oral and written communication skills to ensure a clear understanding of responsibilities and expectations of all involved parties and stakeholders.
- Attention to detail and commitment to accuracy.
- Strong time management and prioritization skills.
- Adaptable to changing production needs and schedules.
- Collaborative mindset with the ability to work across teams.
- Demonstrated ability to proactively identify schedule risks and take actions to mitigate the risks.
- Demonstrated competency with MRP/ERP systems; SYSPRO preferred.
- Demonstrated competency with Planning Systems; APS/SYSPRO preferred.
- General understanding of engineering design control, engineering change orders and revision control process / methods.
- Ability to interpret Bills of Material (BOM's), mechanical drawings, product specifications and material requirements.

Preference will be given to applicants that can prove a successful track record.

Please submit your application to [HR@greystoneenergy.com](mailto:HR@greystoneenergy.com)