

## Master Scheduler

At STAR, we specialize in the custom design and manufacturing of physical experiences. Our clients' needs range from exhibits, retail and corporate environments, and branded events. Wherever a brand lives, STAR is there to make it shine.

At this time, STAR has an open position for a Master Scheduler (*full-time, exempt*). This role plays a critical role in developing and implementing the master production plan to satisfy customer requirements while maximizing Star efficiency.

The responsibilities of this position include, but are not limited to:

- Create an 18-month (minimum) rolling Master Production Plan—utilizing historical production requirements and available capacity, sales forecast, sales plan, and insights from leadership on new business opportunities. Continuously analyze and mitigate risks associated with the options built into the Master Production Plan, including manufacturing lead times and change orders.
- Create an 18-week rolling Production Plan—utilizing actual production requirements and available capacity, jobs in estimating, and insights from leadership on new business opportunities. Continuously analyze and mitigate risks associated with material lead times, clients and internal teams' ability to meet project deadlines, and local I&D effects on resource capacities.
- Re-schedule project timelines based on internal/external delays and change orders by collaborating with Project Management and Engineering Manager to determine new plan of action.
- Collaborate with top-level leadership to review current forecast and provide areas where there are opportunities to utilize open capacity
- Lead the SIO process to review performance against schedule, inventory strategy, supply plan to meet demand, and resource implications. Guide functional leaders for staff levels based on projected sales plan.
- Monitor actual cost versus the estimate as well as the Master Production Plan.
- Identify gaps and drive solutions on production performance relative to the requested production schedule.
- Tracks and reports to leadership KPIs such as milestone on-time delivery, complete project on-time delivery, hours planned vs. actual required by functional groups within targets.

The ideal candidate for this job will possess a collaborative spirit, a commitment to exceeding client expectations, fanatical attention to detail, and an exceptional ability to manage assigned tasks and timelines.

Qualifications:

- Bachelor's degree in Business Management, Supply Chain, or equivalent education and experience.
- Eight plus years production/manufacturing/material planning experience or equivalent.

- Five years planning/scheduling experience, ideally in a manufacturing environment involving engineered to order business
- Working knowledge of production, warehouse, and procurement processes used in manufacturing.
- Ability to effectively manage and execute multiple tasks and projects.
- Proven analytical problem solver with the ability to streamline processes and integrate / analyze data from various sources, using business sense and technical skills to develop practical project management solutions for clients.
- Ability to maintain composure and adapt in a dynamic, fast-paced, customer-focused work environment characterized by rapid change, minimal lead times, and multiple competing priorities.

STAR offers a competitive salary and full benefits in an engaging and collaborative work environment. Qualified candidates committed to making a strong impact in a thriving organization are encouraged to submit a resume and salary history via email to [hr@engagestar.com](mailto:hr@engagestar.com) or by mail to STAR, Attn: Human Resources, 6688 93rd Avenue North, Minneapolis, MN 55445. STAR is an equal opportunity employer.