

Production Scheduler

DEPARTMENT: Operations

REPORTING TO: Product Line Manager

Teledyne Defence & Space are seeking a key individual to take on the role of Production Scheduler to support the Production team.

The Production Scheduler will plan, control and co-ordinate material and sub-assemblies and all WIP for specific development and production contracts. To assist development of the companies systems and procedures for controlling material and WIP.

Main Responsibilities:

- To communicate with other Operations staff and service departments regarding production information and plans and to highlight in advance any potential problems
- To manage the MRP Order Action reports, Shortage reports and Exception Message reports on at least a weekly basis in order to meet schedule adherence
- To process and respond to output reports of the XA ERP system
- Carry out ERP system transactions for all WIP and stock movement on the shop floor and to physically move items through manufacturing operations stages
- To ensure accurate Bills of Materials for each contract/job are being used
- To ensure all planning requirement information within TD&S is used accurately both within and outside of the ERP system and update as required
- To install, manage and utilise in process KANBAN's and visual controls to enable desired Takt time and one piece flow
- Required to know WIP position and physical locations for all work in progress
- Management and update of any line side feed stock on the shop floor, 2bin systems and consumables shelf life stocks
- To issue kitting paperwork to the Stores department to schedule and check the kitting for any shortages and to ensure shortages are cleared
- To liaise with all service departments outside of operations and to issue work requirements to service groups and supply areas as required
- Chase any material and WIP requirements in order to meet production targets and highlight immediately any issues which will result in the targets not being achieved and feed back this information into the system.
- To attend contract reviews and other meetings as required
- Assist in Work In Progress (WIP) counts and Stock checks
- Ensure latest issue of Manufacturing Data Pack (MDP) is released and used in Production

How to Apply

Please contact Janette Pattison on +44 (0)1274 535120 for an internal application form, or send your CV and covering letter to: Janette Pattison, Recruitment Manager, Teledyne Defence & Space, Airedale House, Acorn Park, Shipley, BD17 7SW - or via email to janette.pattison@teledyne.com