



Domaille Engineering, an ultra-precision design and manufacturing company, is looking for an individual for a Master Scheduler position.

Primary Objective

The Master Scheduler is responsible for establishing new order lead-times and using estimated and historical performance data to develop the master production plan that satisfies customer demand while carrying minimum effective inventory. This role is focused on managing interdependent department schedules and coordinates the efficient manufacture of components and assemblies. Works with other managers to analyze and revise production plans to ensure customer satisfaction. Analyzes and reports on actual customer demand, trends and forecasts, and adjusts capacity plans accordingly.

Major Areas of Accountability

- Developing production schedules for new orders, providing sufficient lead time to procure raw materials, manufacturing of components, outside processing and meet delivery requirements.
- Utilize the ERP system to establish daily production schedules in support of the firm order requirements.
- Ensuring production capacities are fully scheduled and planned, including forecast orders that are used to smooth flow of standard products.
- Working closely with other functional areas to drive and own KPI's such as on-time delivery, past due backlog and lead time.
- Monitor material flow and reschedule the shop floor as required to support delivery commitments.
- Providing PMs with status and delivery information; identifying and removing obstacles that will hinder schedule attainment & performance.
- Works with Purchasing to assure that materials, products and services are maintained in the ERP system with the proper lead-time requirements.
- May perform status inquiry and expediting activities with suppliers to maintain the integrity of the production plan.
- Actively participates in meetings, and on project teams, to facilitate and promote the exchange of information.
- May serve as a purchasing back-up to buyer/planner.

Essential Qualifications

- Working experience in a “engineered to order” manufacturing environment with hands on experience in inventory, & planning
- Bachelor degree from an accredited college in business administration, material management, accounting, or similar relevant focus
- Ability to be self-directed, requiring little supervision
- MRO, ERP, & MRP background
- Demonstrated effective interpersonal and communication skills
- Proficient PC skills in a Windows environment

The most qualified candidate will also possess the following

- Experienced in analyzing capacity requirements, identifying mid- to long-term bottlenecks and discussing corrective action with management
- Sound experience with manufacturing concepts (i.e. Lean Manufacturing, CPIM is a plus)
- Solid MS Excel expertise (example: Pivot tables, v-lookup, formulas, macros)
- Knowledge in project management and/or purchasing
- Knowledge of commodities, suppliers and procedures in the manufacturing sector
- Demonstrated effective organizational, communication, and analytical skills
- Knowledge of ISO/ AS9100 quality systems
- Experience in a project team environment
- CPM and/or APICS certification

ADA Requirements

Office II

- Typically sits, grasps items and performs keyboarding for frequent operation of a computer
- Stand, walk, bend, reach or otherwise move about occasionally
- Lift, move or otherwise transfer items up to 30 lbs. occasionally
- Occasional exposure to typical machine shop physical hazards
- Travel by air or car occasionally

Domaille Engineering provides an atmosphere where your creativity and skills will contribute to the growth of the company and the advancement of the team. We offer a comprehensive benefits package. To learn more about our products, services and company, visit our website www.DomailleEngineering.com.

Please email your resume to jobs@domailleengineering.com or mail to:

Domaille Engineering
7100 Dresser Drive NE
Rochester, MN 55906
Attention: Alison Hicks

This position must meet Export Control compliance requirements, therefore a “US Person” as defined by 22 C.F.R.