

Production Scheduler/Coordinator

Job Location – Boston, MA

Provides support to the Manufacturing team by creating the Production plan, keeps the Operations and Corporate Planning team updated with production performance and integrates their targets in daily plant activities. The Employee will coordinate schedules and inventories to ensure efficient and effective schedule implementation.

PRIMARY RESPONSIBILITIES

- Guide the Manufacturing and Quality staff to ensure successful completion and on-time delivery of daily/ monthly build, being the primary point of contact and liaison for these departments (inside and outside Cleanroom spaces)
- Develop Daily Production schedule and communication with other departments to establish plans that allocate available resources to best serve customer needs
- Facilitate production meetings to ensure successful communication and execution to meet the supply plan and customer expectations
- Collaborate with Operations and Corporate Planning to properly maintain the Production Schedule for manufactured components and finished goods (FG).
- Assist in adherence to forecasts/safety stock and MTO builds and recommend/execute alternatives if schedule exceeds capacity.
- Determine production priority based upon capacity and input from Master Scheduler and/or Corporate Planning
- Coordinate efforts with buyer/planner to investigate and alleviate material and off-site service shortages impacting the schedule.
- Help develop and implement best practices and processes to improve efficiency.
- Assist Operations management in developing capacity models and metrics to drive execution to plan, while maintaining inventory and on time delivery targets.
- All other tasks / duties as assigned.

Qualifications:

- Bachelor's degree in a related field (preferred) and min of 3 years of relevant work experience required
- Working knowledge of inventory management and production scheduling in an MRP environment, Oracle experience preferred.
- Intermediate knowledge of MS Excel.
- Excellent organizational, analytical, communication and interpersonal skills
- Detail- oriented and able to work in a fast paced / dynamic environment.

Training in JIT, TQM, Kanban, Kaizen, and Lean Thinking desired

Position is open to relocation

In an effort to minimize the spread of the coronavirus and to protect our employees, all new hires in the US and Puerto Rico will need to be fully vaccinated for COVID-19 in order to be considered for employment with Integra LifeSciences, unless eligible for an accommodation as provided by law.