



## Planner Scheduler

### OVERALL, JOB PURPOSE:

The primary responsibilities include planning and scheduling of boilers and ancillary equipment through production to meet customer delivery expectations.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Manage department and plant level production schedules to meet CRDD.
- Work with purchasing and inventory control to ensure availability of materials to meet production deadlines.
- Ensure production teams meet critical deadlines.
- Reporting of production metrics as assigned by PM.
- Punctuality and regular attendance are required.
- Perform other duties and assignments as required.

### ESSENTIAL JOB QUALIFICATIONS:

- 3 years previous scheduling experience in production fabrication and welding.
- Good understanding of manufacturing processes.
- Task-focused with attention-to-details.
- Must be able to work as part of a team.

### PHYSICAL DEMANDS:

- This position is office based with time split between office and shop environment.

### EDUCATION:

- Bachelor's degree or relevant combination of education and experience
- APIC certification preferred.

## **GENERAL SKILL REQUIREMENTS:**

- Must have good organizational skills and understand the criticality of meeting deadlines.
- Ability to multitask and manage time effectively.
- Communication – Writes clearly, concisely, and persuasively; speaks tactfully and convincingly; listens well; shares work related information; must be computer literate, and capable.
- Problem solving – Ability to evaluate situations. Ability to multi-task and switch focus quickly.
- Initiative – Ability to be self-motivated and complete tasks without supervision; results oriented; seeks self-improvement, enhancement of skills, and professional growth.
- Meeting commitments – Assumes total accountability for meeting daily commitments with clear understanding of his/her impact on project schedules.
- Professionalism – Must display high level of professionalism in conduct, attitude, and attire appropriate for the work area; ability to work with people at all levels; must understand “internal customer” concept.
- Leadership – Ability to inspire teamwork and high morale; constructively influence the performance of others; able to obtain results through others; ability to solve problems and make decisions within the scope of authority.
- Proficiency with Microsoft Excel and all MS office applications.
- Working knowledge of ERP Systems.

### **How to Apply:**

To apply for this position please click on the link below:

<https://victoryenergy.com/employment-application/>

You may also send your resume directly to: [hr@victoryenergy.com](mailto:hr@victoryenergy.com)