



Job Title	Master Scheduler	Job Code	
Dept	Supply Chain	Grade	E11
Reports to	Resource Manager	FLSA Status	Exempt
Location(s)	Madison NAHQ	Revised Date	

Job Summary

The master scheduler is responsible for creating the weekly production schedule by SKU to meet the established inventory safety stock while working within the packaging line available capacity. Scheduler handles daily communication with customer service on inventory availability questions to meet open customer orders.

Primary Duties and Responsibilities

Master schedule the general batteries or micropower product lines – develop production plans by SKU that meet customer service requirements and inventory objectives at the least overall cost to Rayovac. Manage capacity planning by work center. Manage assortment demand and schedule changes. Work with corporate resource manager and plant personnel to identify and develops plans to changes in operating modes that require more or less planned capacities (i.e. adding or reducing shifts, working overtime, etc.). Review actual customer shipments versus forecast and adjust production schedules as needed. Work with cross-functional teams to manage new product introductions. Identify and seek disposition of slow moving and excess inventories for related product lines.

Education and Experience Profile

Applicants should have a Bachelor's degree, preferably in Production and Operations Management, and at least three years of progressive experience in production and inventory management. SAP inventory/production expertise and APICS certification a plus.

Work Environment

Working conditions are normal for an office environment.

List any physical demands that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this job/classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Human Resource Approval:	Date:
Supervisor Review:	Date: