



POSITION TITLE	Production Scheduling Manager
REPORTS TO	Operations Team
LOCATION	Armidale
PROBATION PERIOD	6 months (unless otherwise waived by management)

Aspen Commercial Interiors is a dynamic company that has mastered the art of blending contemporary office solutions with innovative designs to help create enjoyable workspaces.

Established in 1989, Aspen drives the mission to manufacture premium quality commercial furniture and joinery for business places throughout Australia. With over 30 years of experience, we have pioneered and paved the way for newer innovations in the contemporary interiors sector.

POSITION PURPOSE

The Production Scheduling Manager will be responsible for overseeing the planning, organising, directing and coordination of production activities and operations. They will work closely with the production and projects team to ensure deliverables between all manufacturing locations fall within the applicable scope and budget.

POSITION OBJECTIVES

Reporting to the Operations manager, this role manages the development, preparation and maintenance of production schedules to guide the production activities and resources that achieve maximum efficiency and meet output and timeline objectives. It works closely with key stakeholders within the other teams in Aspen to assess and incorporate materials, resource availability and delivery commitments. The position will be ultimately responsible for Aspen's Armidale's production schedule, while collaborating with the production teams on balancing workload between all the factories as required.

The person in this role, must uphold the following.

- Excellent attention to detail and written skills when communicating with others, both internally and externally.
- Ability to communicate clearly and concisely, varying communication style depending upon the audience.
- Ability to apply knowledge in a practical commercial manner.
- Willingness to assist and support others as required and get on with team members
- Accomplish objectives effectively within time frame given and carry out administrative duties within portfolio in an efficient and timely manner.

All Aspen employees must have a commitment to providing exceptional customer service across all channels – internally and externally, written, phone and face to face.

KEY RESPONSIBILITIES

1. Lead and motivate the production team,
2. Schedule dispatch dates according to provided site programmes, production schedules and client requirements
3. Communicate with production teams as to manufacturing requirements and deadlines affecting dispatch schedule commitments
4. Identify and implement ways in which to increase productivity and reduce expenses



5. Establish efficient and well documents production schedules utilising existing ERP software and forward planning
6. Monitor and report on costings across production focusing on budgets versus actuals
7. Drive communication with the Project Management and Sales teams form planning stages through to delivery highlighting any potential manufacturing issues
8. Ensure accurate reporting of job statuses from planning to delivery
9. Guide continuous improvement throughout the factory teams
10. Logistics manager and team report to this role

KEY PERFORMANCE INDICATORS (KPI'S)

1. Participation in the recruitment and performance management of direct reports
2. Management of staff resources to suit production output demands
3. Accuracy of reporting job status from planning to delivery
4. Minimise waste and ensure quality control where possible
5. Production methods are cost effective within the guidance of management directives
6. Maintain Work Health & Safety requirements as stipulated by legislation and Aspen's Health and Safety Handbook

QUALIFICATIONS, SKILLS, AND COMPETENCIES

Essential

- Proven industry experience with a focus on production process
- Ability to work under pressure and maintain composure
- Experience leading and managing change whilst maintaining motivation
- Proven customer focused interpersonal skills with experience across all channels
- Sound analytical and organisational skills
- Strong attention to detail and the ability to multitask
- A working knowledge of Microsoft Office
- Valid Driver's Licence

Desirable

- Completion of cabinet making/joinery trade qualification highly regarded
- Prior experience in working within a database environment and electronic records management system

PERSONAL ATTRIBUTES

- Professional approach
- Excellent work ethic and ability to maintain
- Ability to work under pressure and follow process
- Positive approach to change

ACKNOWLEDGEMENT

I certify that I have read, understood, and accept the duties, responsibilities, and obligations of my position.

Employee Name:		HR Manager:	
Date:		Date:	
Signature:		Signature	

