

## **Production Planner/Scheduler**

It's an exciting time at NuSpace as we continue to grow. We are a key supplier to the space industry, providing engineered solutions for satellites, launch vehicles, spacecraft and other applications. Our customers include established giants and up-and-coming companies. Together, we are expanding the boundaries of the field.

We are looking for people that want to help build and deliver high-quality products in this increasingly fast-paced market. We are a small company with a solid track record and a growing pipeline of business. We want people who can jump in, get things done, and grow with us.

The Production Planner/Scheduler is responsible for the planning and smooth fulfillment of orders in a dynamic manufacturing environment, as part of the Operations team.

### **Responsibilities:**

- Generate tactical and strategic production plans.
- Prepare detailed schedules for a variety of manufacturing work centers.
- Validate the status of work orders on the shop floor to keep the schedules up to date.
- Push/pull work into the shop to improve lead times, reduce delays, and meet schedule.
- Proactively help the operations team prepare for upcoming jobs by checking availability of kits, programs, tooling, material, etc.
- Communicate actions needed to support the schedule. Identify blockers and suggest solutions.
- Provide input for master scheduling and Program/Project schedules.
- Track performance to plan, collect & analyze data, create & report metrics to identify opportunities for improvement.
- Utilize MRP/ERP and other tools to ensure work is scheduled and prioritized accurately and efficiently, and resources allocated appropriately.
- Develop and support efforts to streamline production processes as applicable.
- Work with engineering, operations and management to plan timing of new product introductions and incorporate first article builds into the production schedule.

### **Characteristics:**

- Hands-on and eager to make plans become reality.
- Enjoys interacting with operators on the shop floor.
- Thrives on building and leveraging new capabilities with focus on efficiency and scalability.
- Highly functional in a dynamic, challenging environment.
- Collaborative and curious in nature with good interpersonal and communication skills.
- Available to support multiple shifts and work extended hours as needed.

### **Qualifications:**

- Bachelor's degree (B.A./B.S.) from four-year college or university and 2-4 years related experience, or equivalent combination of education and experience.
- Proficient with MS Office or Google Workspace applications
- U.S. Person, as defined by ITAR/EAR regulations

### **Preferred Skills and Experience:**

- 2+ years of practical experience with JobBoss, Oracle, SAP or other ERP/MRP software, especially in a high-mix environment.
- Skilled with spreadsheets, databases, SQL queries and/or project management software
- Familiarity with Lean, Six Sigma and Kaizen concepts
- Understanding of capacity planning and constraint-based planning
- Experience working with teams on the shop floor to coordinate and implement schedules.