



New Exempt
 Revised Non-Exempt

POSITION DESCRIPTION & EVALUATION

DATE: 12/19/03

REVISION DATE: 6/9/06

POSITION TITLE: Senior Production Scheduler

REPORTS TO:
DIVISION: US

DEPT: 7060

SHIFT: 1st

POSITIONS DIRECTLY SUPERVISED

OF PERSONS

None

N/A

POSITION DUTIES AND RESPONSIBILITIES (USE ADDITIONAL SHEET IF NECESSARY. BE AS DETAILED AS POSSIBLE)

- Collaborate regularly with the Production Managers to accurately maintain the schedule.
- Assess the impact of schedule delays and explains impact of issue to the manufacturing/supply management
- Oversee the creation and maintenance of the detail schedule production including for all production suites including the support areas.
- Maintain the scheduling system data and refine as needed. Suggest and implement scheduling logic changes to the system.
- Complete the necessary SAP work including, aligning MRP, Equipment time conformations, Open and Closing of Process Orders, closing of reservations, and Master Recipe Creation.
- Work closely with Product Managers to ensure SAP portions are accurate and up to date.
- Take and own the schedule lead in establishing window for projects in the manufacturing area, including Validation, Facilities and Engineering work.
- Proactively work with Customer Managers to avoid material shortages, help explain material shortages and assess production changes on Supply Chain.
- Own and Maintain scheduling SOP's and training guides
- Provide input and feedback on the S&OP process.
- Promote an Environment of teamwork.
- Provide training to the other members of the team as needed

- Carry out projects as assigned by the of Supply Chain Planning Manager Secondary Responsibilities

- Ensure adherence to departmental SOP's.

- Maintain training records.
- Other miscellaneous department related duties as needed

ALL LONZA BIOLOGICS EMPLOYEES HAVE THE FOLLOWING RESPONSIBILITIES:

- Quality should be the responsibility of all persons involved in Manufacturing. Adherence to cGMPs is required at all times during the manufacture of APIs.
- All personnel are responsible for notifying responsible management in a timely manner of regulatory inspections, serious GMP deficiencies, product defects and related actions (e.g. quality related complaints, recalls, regulatory actions, etc).
- All personnel should practice good sanitation and health habits.
- Personnel suffering from an infectious disease or having open lesions on the exposed surface of the body should not engage in activities that could result in compromising the quality of APIs.

CONTACT WITH OTHERS

INSIDE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ROUTINE MATTERS: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CONFIDENTIAL MATTERS: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No OTHER INSIDE MATTERS(BRIEFLY DESCRIBE):	OUTSIDE: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ROUTINE MATTERS: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CONFIDENTIAL MATTERS: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No OTHER OUTSIDE MATTERS(BRIEFLY DESCRIBE):
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EDUCATION REQUIREMENTS

	<u>YEARS</u>	<u>COURSE OR DEGREE</u>	<u>COMMENTS</u>
HIGH SCHOOL	4	Diploma	
COLLEGE	2	BA or BS desired	
POST GRADUATE			
TRADE/TECH SCHOOL			

CAREER EXPERIENCE (Be Specific)

<u>TYPE</u>	<u>Minimum Years of Experience</u>
▪ Previous planning experience mandatory	5
▪ APICS CIPM Certification	
▪ cGMP Experience preferred	2
▪ SAP experience	1
▪ Aspen software experience	

SPECIFIC SKILLS REQUIRED (USE ADDITIONAL SHEET IF NECESSARY)

SKILLS: Excellent verbal and written communications skills, the ability to work in a fast-paced environment and manage multiple priorities. SAP experience desired. Aspen Software experience. Must be able to: Multitask, be flexible, handle high-pressure situations, have strict attention to detail, work in a close-knit team oriented atmosphere, have the ability to deal professionally with internal and external customers.

APPROVALS			
SUPERVISOR	DATE	HR MANAGER	DATE
FUNCTIONAL MANAGER	DATE		

Interested Candidates, please contact:

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