

## Line Scheduler

**Reports to:** Materials Manager  
**Hours:** 40 hours/week – Day Shift  
Please see Ben or Barb if interested

**Date Created:** 2/11/19  
**Posted Thru:** 8/29/2020  
**Wage:** TBD

### Position Summary:

Virnig Manufacturing is seeking a full-time line scheduler. This position will include scheduling and creating work orders for component parts, nesting laser cut parts and issuing purchase orders. The position also requires maintaining inventory accuracy and assisting Virnig employees with inventory questions and concerns. The person in this position will need to work with outside vendor contacts in an accurate and personable manner.

### Responsibilities:

- Generate component work orders for production needs.
- Nesting laser cut parts with nesting computer software.
- Accurately issue purchase orders with vendor contacts via email and phone.
- Maintain inventory accuracy and inventory levels.
- Work closely with vendor contacts including quoting, reports and availability.
- Be cooperative, positive, and respectful with internal customers in determining needs, issues and providing ongoing support.
- Be cooperative, positive and respectful with managers, coworkers and team.
- Inform manager(s) of any concerns that may arise.
- Other duties as assigned.
- Work overtime as needed.

### Requirements:

- High school education or equivalent required
- Experience in inventory management preferred.
- General computing skills and Microsoft Office experience.
- Attention to detail, strong organizational skills and strong time management skills.
- Communication and interpersonal skills are critical (written, verbal, listening).
- Ability to work independently as well as on a team.
- Self-motivated, able to work with minimal supervision.
- Consistently meets deadlines.
- Able to lift up to 50 lbs,
- Ability to operate a forklift when trained .

### Knowledge, Skills, and Abilities:

- Ability to grasp modern technology quickly.
- Microsoft Office experience is a plus.
- Must be able to communicate well both verbally and in written form.
- Ability to prioritize multiple projects.
- Enthusiastic, cooperative, and positive behavior.