

Master Scheduler (Pre-Con) – Newtown Square, PA

EKHO Infrastructure Solutions is a collective group of companies that provide vertically integrated engineered solutions to the Canadian and U.S. construction marketplace. Boasting 40+ products manufactured across seven North American facilities, EKHO is a leading North American supplier of Noise Barriers. Our extensive experience and diversification into new market sectors and product categories is how we maintain our position and reputation as a premier employer. As our operations grow, we find even more ways to contribute to the critical infrastructure that completes our communities.

Job Description

Based out of EKHO's Newtown Square Office, the Master Scheduler will create and manage schedules for production, projects, or programs to ensure efficient operations. This role will report to the Director of Preconstruction and be responsible for development, maintenance, and communication of schedules, monitoring their implementation, and will collaborate with various departments to optimize processes.

Job Requirements

- Serve as a central point of contact for and liaison with sales, engineering, manufacturing, and logistics
- Collaborate with these departments to establish schedules and plans that allocate space, labor, and equipment resources to best serve external and internal customer needs.
- Prioritize and schedule projects across multiple manufacturing facilities based on the product mix, plant capabilities, and logistics requirements.
- Provide accurate manufacturing lead times to sales, procurement, and estimating teams.
- Maintain real-time visibility to the master schedule across the organization regarding schedule-based performance to the business, shipment, inventory, and production plans. Alerts appropriate staff of master schedule changes or delays
- Manage load leveling and bottlenecks for more accurate production sequencing.
- Analyze and report production hours through work centers
- Establish, measure, monitor and proactively adjust capacity levels to execute all manufacturing schedules
- Play a central role in the overall Sales and Operations Planning (S&OP) process, providing support across tactical, operational, and strategic levels.
- Proactively collaborate with procurement to periodically compare current and anticipated orders with available inventory of raw materials; uses judgment to anticipate demand for and communicate additional supplies needed.
- Contributes capacity requirements during the Annual Operating Plan (AOP) process.



- Plans and recommends changes in capacity to hit target levels
- Sets up and maintains work center and work groups in ERP system
- Works with Sales and Project Management teams to provide timely and accurate schedule communication to external customers.
- Reports and co-owns KPIs: On Time/In Full, Capacity Utilization Rate, Project/Product Cycle Time, Schedule Adherence.
- Performs other related duties, as required

Qualifications

- Bachelor's degree in a related field required or 5-7 years' relevant experience.
- At least five years of related experience required.
- Experience using planning systems
- Professional certification by the Association for Supply Chain Management (ASCM) desired.
- Excellent internal and customer-facing communication and interpersonal skills.
- Excellent organizational skills and attention to detail.
- Thorough understanding of the business and supply chain.
- Strong analytical and problem-solving skills, including time series analysis, monte carlo simulation, goal seek
- Proficient with production planning systems, such as MRP II, Netsuite MRP, Fishbowl, Katana, Misys, SAP, etc
- Ability to work with minimal supervision; high level of initiative and self-direction

EKHO Infrastructure Solutions is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a protected veteran or any other characteristic protected under applicable federal, state, or local law.

Please send applications to: Andy Robbins at arobbins@EkhoIS.com

