



## Job Description

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**Title:** Master scheduler

**Department:** Manufacturing & Supply Chain

**Manager:** VP of Manufacturing and Supply Chain

**Supervision of Others:** Yes

**Location:** San Diego

**FLSA Status:** Exempt

**Job Type:** Full Time

**Compensation:**

### Summary

The Company's Master Scheduler will be responsible to analyze distributor inventory, production inventory, sales forecasts, and historical shipping trends to authorize production product Purchase Orders. This will result in same day shipment of production orders to a maximum of 30 days. This will be done with agreed goals to minimize inventory levels and avoid idle inventory. The Master Scheduler will also coordinate NPI production and material activity with the Factory.

### Essential Duties and Responsibilities

- Serves as a primary point of contact for and liaison with Sales, Finance, and NPI/Program Management as well as our Factory.
- Collaborates with above mentioned departments to establish schedules and inventory plans to best serve customer needs.
- Manages product inventory based on Market served.
- Establishes, tracks and manages inventory goals (Consigned, NPI and Turn Key).
- Provides forecasts to suppliers.
- Periodically compares current and anticipated orders with available inventory; uses judgment to anticipate demand for and to acquire additional supplies as needed.
- Moves to Materials Planning Manager
- Integrates sales orders with master schedule.
- Participates in periodic forecasting meetings with Sales, Order Entry, and Finance.
- Performs other related duties, as required.
- Ensure efficiency of all factory schedule production plans.
- Develop and implement vendor management inventory (VMI) platform to track inventory at suppliers, distributors, and factory.
- Must be able to work alternate time zones to support their customers.



Nextivity, Inc.  
16550 W Bernardo Drive, Suite 550, San Diego, California 92127  
Telephone: 858.485.9442

- Must be able to travel on a USA Passport.

### **Skills and Abilities**

- Must be proactive, taking initiative and working in a collaborative team environment
- Must demonstrate excellent problem-solving and decision-making skills
- Ability to work in a fast-paced environment
- Excellent verbal and written communication skills
- Foster a professional attitude and demonstrate integrity and flexibility
- Entrepreneurial, rapid learner, inquisitive, and persistent
- Excellent organizational skills and attention to detail
- Competency in Microsoft applications including Word, Excel, and Outlook
- Analytical Skills

### **Work Experience**

- 10+ years of experience in Manufacturing environment is required.
- 10+ years of experience in planning, procurement, sourcing, logistics, etc.
- 5+ years of experience in telecommunications or similar industry preferred.
- Proven experience with implementing a new MRP system is preferred.
- Chinese Language skills is preferred.

### **Education / Training**

- Bachelor's degree in a related field required.
- Professional certification by the American Production and Inventory Control Society (APICS) preferred.

### **Travel**

- Occasional travel might be required.

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands to type on keyboard; reach with hands and arms; talk and hear. Must have the ability to sit in front of a computer up to 8 hours per day, lift and carry boxes up to 15 pounds.
- **Work environment:** The noise level in the work environment is usually minimal and usually that of an office environment and/or R&D lab.