

Job Profile

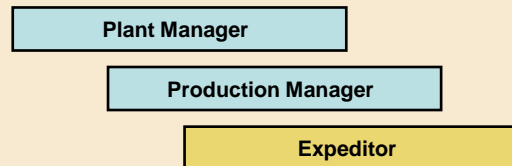
Job Title: Scheduler/Expeditor I – Houston, TX



Purpose of the job

The primary responsibilities of this position are to assist production management coordinate raw material expediting for assigned production facility and assist to create production schedules to meet customer delivery requirements and best utilize the company's productive capacity.

Organization Chart



Reporting

- Hierarchical and functional reporting to the Production Manager.

*This position will be located in Houston, TX.

Company Profile

CSM Bakery Products, based just outside of Atlanta in Tucker, GA, manufactures a wide range of bakery products and ingredients for in-store and foodservice markets as well as artisan and industrial bakeries. One of the largest bakery manufacturers in North America, CSM Bakery Products' family of brands includes some of the industry's most trusted brands including Brill, Best Brands, Henry & Henry, Karp's, Telco, Multifoods and Fantasia. For more information, visit www.csmbakeryproducts.com.

Contact Information

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E/O/E

Result areas

- Reviewing the material activity report and issuing purchase orders to vendors for incoming goods.
- Coordinating the shipment of raw materials between plant locations and maintaining warehouse raw material transfer-log.
- Building and maintaining strong working ties with Vendors to handle/resolve various issues to include order placements, ETA's (estimated time arrivals), material defects, etc.
- Monitoring compliance with purchase order terms and conditions with respect to on time delivery and scheduled arrivals. (Shortages, damages, back orders, etc.)
- Generating and consistently updating inventory usage reports to minimize re-work due to the use of expired ingredients.
- Inventory forecasting for seasonal production runs.
- Working closely with related department on raw material issues (*purchasing, shipping, receiving, scheduling, etc.*)
- Assist analysis of physical inventory and inventory levels for planning purposes.
- Assist and coordinate quarterly physical inventory counts.
- Assist production management develop production schedules to support customer needs.
- Maintain cleanliness on line and 5S standards. Equipment and work areas must be kept organized, clean and sanitary throughout the shift. End of shift requires removal of any waste and garbage generated during the shift. Ensure proper care of equipment.
- Follow all safety procedures and participate in safety training. Maintain safe and efficient use of equipment, tools, and person. Report any injury or accident immediately to supervisory and/or any unsafe condition.
- Support, and comply with all quality management systems, continuous improvement programs, food safety, employee safety, preventative maintenance programs.
- Support and comply with GMP's.
- Participate in TPM initiatives.
- Follow all company policies and procedures.
- Other duties and responsibilities as assigned by management.

Main Competencies

Contacts: Daily interaction with Manufacturing Associates, Department Managers, or Auditors.
Attendance: In order to effectively fulfill job responsibilities and service to customers, Best Brands Employees are expected to maintain an acceptable attendance record as defined by Best Brands.
Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.
Physical Demands: The physical demands 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. Must be able to lift 50 pounds frequently, and 20 pounds constantly, and 100 pounds occasionally with assistance.
Equipment Used: PC, Phone, All Equipment used in Manufacturing Host Access, PRMS

Skills/ Knowledge & Experience

- High school diploma or equivalent and ability to read, speak, and write English so as to assimilate, retain, and apply training in job functions and recognize and communicate problems and recommend solutions.
- 1- 3 years of materials coordination experience including: purchasing, scheduling, expediting, and/or inventory control in a manufacturing environment.
- Advanced PC skills (Word, Excel, PowerPoint, OneLX, Nutech).
- Personal computer skills to include spreadsheet software and word processing software (MS Word & Excel).
- Strong analytical skills.
- Ability to resolve problems.
- Strong customer service and phone skills.
- Superior communication skills both oral and written.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

* It is the responsibility of the employee to notify his/her current manager regarding a job bid for a position in a different department.