



**JOB DESCRIPTION**  
Iceberg Enterprises LLC

**Job title: Assistant Scheduler**

**Company Information:** Established in 1999, Iceberg Enterprises has cemented its reputation as a distinguished North American contract and office product manufacturer. From blow molding to metal fabrication, powder coating to assembly, and comprehensive logistical support, our expertise spans the entire production process. Guided by the visionary leadership of our founding entrepreneurs, we have transformed from a fledgling startup into a renowned brand, revered by customers nationwide. Every product we create, from inception to delivery, reflects the accumulated wealth of expertise cultivated within our company.

**Work Location: Sturgis Michigan – Main Plant**

**Department #/Department Description: 851- General Manufacturing**

<b>Supervises others:</b>		<b>Yes</b>	<b>x</b>	<b>No</b>
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**Reports to:** VP Operations

<b>X</b>	<b>Full Time</b>				<b>Part Time</b>		
	<b>Hourly</b>	<b>X</b>	<b>Salary</b>	<b>X</b>	<b>Exempt</b>		<b>Non-Exempt</b>

**Essential Duties and Responsibilities:**

The Assistant Scheduler position is responsible for working with the planning team, operations, and helping/assisting the Master Scheduler. You will also be working with the buyer with the Operations team in communicating shortages in the plant and coordinating with the Inventory department in keeping things running smoothly, working with Blow Mold, Assembly, and Metal on prioritizing and communicating with shipping.

General Job Expectations:

- Responsible for order entry, like closing job orders, and creating job orders on a daily basis.
- Running MRP on a daily basis.
- Excellent computer skills with knowledge and understanding of Microsoft Excel.
- Experience in a data base very helpful.
- Knowledge of Production Scheduling/Inventory in manufacturing setting helpful.
- Experience with purchasing practices.
- Experience with creating PO's and exposure to negotiation.
- Excellent communication skills a must.
- Working in a team setting a must.
- Assisting the Master Scheduler and Buyer when they are not available.
- Exposure to scheduling software a benefit.
- Willingness to learn and grow in the department.
- Working with the Sales and Customer Service teams on updating them with shipping dates and inventory shortages.
- Working knowledge with Bill of Materials, and understanding their structure.
- Knowledge of Master Scheduling and Materials Requirement Planning (MPS/MRP).



- Knowledge of Finite and Infinite Planning Systems, etc.

**Education and/or Work Experience Requirements:**

- Self-motivated, goal oriented, outgoing, and dependable
- Able to work independently
- Excellent telephone and written skills, high attention to detail
- Skill in Word, PowerPoint and Excel.
- Team player

**Physical Requirements:**

- Required to sit or stand for long periods of time.
- May occasionally lift and or move up to 50 pounds.
- Working in an office environment with exposure to manufacturing areas.
- Ability to safely and successfully perform the essential job functions
- Must be able to talk, listen and speak clearly