

## Production Scheduler

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Company: Ventora Group

Location: Adelaide

Category: other-general

As part of that large and successful group, Stegbar has a strong reputation in the industry for manufacturing high-quality products that enhance the environments in which we live. With the safety and development of our people, our key priority is our work environments provide a supporting, professional, welcoming environment for employees to develop to their full potential. **The Opportunity** Based out of our Pooraka office, you will report to the Customer Service Supervisor where you will plan and schedule work based on manufacturing capacity in an accurate, complete, and timely manner resulting in smooth production flows, efficient use of resources and meeting Customer commitments.

**Key Responsibilities** Scheduling daily production to ensure Stegbar maximises its production efficiency & delivery of products to meet our customer commitments Liaising with production to ensure timeframes are met Developing sound relationships with internal and external customers Maintain budgetary, scheduling, and project database Report regularly about progress, plans, and problems Maintain and communicate accurate lead times for all products Ensuring all relevant company policies are adhered to in particular those relating to OH&S **About You** Previous experience in production scheduling (Highly desirable) Good relationship building skills Work in a timely and organised manner with clear and concise communication to ensure that all parties are on the same page Strong administrative and computer skills The ability to be autonomous and take ownership **What's On Offer** This role will suit someone looking for that next challenge, either someone who has 2+ years' experience within production scheduling or a person with a background in customer service/administration looking to move into a new career. **Your Next Steps** If you have

the ability, the drive, and the determination to succeed in this role and want to take your career to the next level, please Apply Now. Stegbar builds businesses ethically and safely. Eligible applications must have legal rights to work in Australia and undertake pre-employment screening. Agencies will only be engaged if required. Please do not contact us or send applicants to us unless requested by the Talent Acquisition Team.

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