Senior Master Scheduler

**SAN JOSE, CA /OPERATIONS /FULL-TIME/ ON-SITE**

Company is a surgical*robotics*company enabling better patient care by developing transformative solutions in urology. With an initial focus on BPH, the company’s AquaBeam®*Robotic*System delivering Aquablation therapy, is the first FDA-cleared, automated surgical robot for the treatment of [lower urinary tract symptoms (LUTS)](https://aquablation.com/life-with-bph/#signs-and-symptoms-of-bph) due to benign prostatic hyperplasia (BPH). Aquablation therapy combines real-time, multi-dimensional imaging, automated*robotics*and heat-free waterjet ablation for targeted, controlled, and immediate removal of prostate tissue. Aquablation therapy offers predictable and reproducible outcomes, independent of prostate anatomy, prostate size or surgeon experience.

**SUMMARY**

The master*scheduler*is responsible for *planning*, *scheduling*, coordinating, and monitoring raw material to complete finished goods through the complete*production*cycle. The position requires deep analytical skills and the ability to create metrics and dashboards to measure the overall execution to the Master*Production*Schedule (MPS). Assess actual and forecasted demand, inventory and translate into an effective multi-quarter master*production*schedule (MPS). The candidate will develop, maintain, and communicate performance of MPS, and other key performance indicators (KPI’s). The candidate will also be required to coordinate with Demand *Planning*, Operations,*Supplier*Engineering, and*Purchasing*to resolve*scheduling*conflicts, capacity constraints, and financial analysis required for engineering change orders, safety stock levels, end of life, risk and last time buys.

**CORE RESPONSIBILITIES**

* + Develop, maintain, and revise Master*Production*Schedules (MPS) for*Manufacturing*and purchased finished goods.
  + Manage all*manufacturing*and sub-contract work orders from release to financial closure while gathering input from cross functional departments to ensure the routing steps have been completed.
  + Review capacity plan, analyze constraints and propose an operational plan back to the*manufacturing*team.
  + Collaborate with*purchasing*to align Material Requirements*Planning*(*MRP*), based on the bill of materials (BOM), inventory on hand data and the Master*Production*Schedule (MPS) to calculate the required materials and when they will be needed during the*manufacturing*process.
  + Short term and long-term demand review for raw material, safety stock, last time buys, end of life (EOL) strategy to support the*manufacturing*build plan and full product lifecycle.
  + Responsible for material analysis requirements to load the master*production*schedule into our*ERP*system and*planning*tools, understanding material, manpower, and machine capacity constraints., Set target inventory stocking levels for raw material, sub-assemblies, and finished goods.
  + Report regularly on operations and service*production*metrics and KPI's, identify trends and issues, and suggest counter measures to improve KPI performance.
  + Insure*MRP*data integrity for MPS Planned items, perform inventory and consumption analysis and suggest safety stock and global inventory options.
  + Ability to establish, manage, and maintain an item level rolling 26-week firmed master*production*schedule for*manufacturing*sites.
  + Maintain trained status for, and comply with, all relevant aspects of the company BioRobotics*Quality Management* System to ensure product and support regulatory compliance
  + Understand and adhere to the company*Quality*& EHS Policies

**QUALIFICATIONS (Education, Experience, Certifications)**

* + To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  + Bachelor’s degree or equivalent experience in business administration
  + 5-10 years previous Master*Production Scheduling* and Capacity*Planning*experience in*high volume medical device* industry or other regulated industries
  + 5+ years *ERP*/*MRP systems*knowledge, *production*, and inventory*management*experience and*APICS*Certification is a plus.
  + Proficient with MS Excel and PowerPoint and presenting to executive*leadership SAP* experience preferred.
  + Experience working in *Production*, Inventory, Capacity and Resource *Planning*.
  + Ability to collaborate across disciplines, effective communicator, proactive problem-solving and analytical skills.
  + Build relationships between various departments, levels of the organization, *supplier*, and customer organizations.
  + Excellent organization skills and an ability to prioritize effectively to deliver results within reasonably established guidelines.

**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.
  + To perform this duty the employee must have the ability to sit or stand at and operate a computer terminal and walk or travel safely within the facility. The employee may occasionally lift and/or move up to 15 pounds.
  + The employee may occasionally lift and/or move up to up to 50 pounds.
  + The employee will occasionally be exposed to engineering labs, a machine shop, and*manufacturing*clean rooms. The environment is subject to moderate noise from machinery (IE machine shop equipment, the companies Aquablation unit, computer equipment, printers, etc.), for which proper hearing protection may be assigned and worn.
  + The employee may be exposed to hazards including*electrical*sparking, water, and chemicals, for which proper protective equipment will be assigned and worn.
  + The employee will occasionally be exposed to clinical operating rooms, for which proper personal protection equipment will be assigned and worn.
  + While performing the duties of this job, the employee is regularly working in a warehouse environment.

**WORK ENVIRONMENT**

* + While performing the duties of this job, the employee regularly works in an office environment.

**COVID-I9 Vaccine Requirement:**As of August 19, 2021, all company employees must be vaccinated against the COVID-19 virus. The company will follow an accommodation process for*medical*or religious exemptions.