

Position Summary:

The ability to exceed customers' expectations and keep the shop running smoothly hinges on effective schedule of material production and delivery. The Scheduler will be responsible to coordinate and inform all parties involved, by means of phone calls and emails of fabrication dates, delivery dates and trailer coordination among others. By means of computer software like, aSa Scheduling, the Scheduler will create fabrication and delivery schedules. The scheduler will proceed on assigned tasks and serve as a project team member. Review instructions or directions from the Engineering Department, Shop Manager and Sales Reps with regards to projects under contract and will assist with problem resolution or coordination of logistic activities.

Essential Functions and Responsibilities:

- Will print aSa Production tags as authorized, after the Shop Manager runs optimization on aSa.
- Call customer to verify delivery dates given by the Engineering department and offer alternatives once discussed with the shop manager. Confirm the agreements with an email to the customer, detailer, sales rep and branch manager.
- Call customer once the order is being loaded to confirm the schedule has not changed. Confirm the agreements with an email to the customer, detailer, sales rep and branch manager.
- Call the customer the day before the delivery to verify the schedule has not changed. Confirm the agreements with an email to the customer, detailer, sales rep and branch manager.
- Verify access and truck-length limitations with the customer to coordinate the proper trucking.
- Assign a trailer on aSa (load).
- Reply to every email received related to fabricated rebar schedules and availability once consulted with the Shop Manager.
- Inform the Shop Manager of any situation that may arise and copied on every email.
- Check progress of every order scheduled on aSa Bundle status and physically on the shop floor.
- Keep Scheduling Notes for all communication with the customer for use of any JMS Rebar associate, more specifically, changes, delays, change of directives or any other issue that may turn into a claim of no compliance.
- Keep a maximized daily shop capacity and move orders to create openings for new walk-in/rush work.
- Keep an updated delivery schedule.
- Keep an updated fabrication schedule.
- Check that all paperwork is correct before delivery.
- Inform the Shop Manager of any Trailer and/or Driver's availability issues.
- Inform all parties involved of any change on schedule or requested delivery date.
- Assist on rebar receiving coordination and execution.
- Check weight for every order before assigning a truck/trailer based on its capacity
- Maximize truckload capacity and combine orders to avoid false freight.
- Coordinate with the branch manager once material is fabricated and before sent to the branches for final delivery by Transfer Trucks of direct using JMS Rebar Trucking.
- Keep a list of finished orders and follow until delivery.
- Inform of any complete orders with out of the ordinary issues that will not be received by the customer.
- Maintain accurate records and documentation for each job.
- Collect all paper work returned from jobsite with the driver to verify JMS Rebar standard have been met.
- Develop working knowledge of the basics of JMS Rebar Scheduling system (aSa).
- Develop basic knowledge of reinforcing bar industry including reference material.

- Pre-qualify all requests for fabrication while confirming that proper information for final delivery coordination has been provided by the Engineering Department.
- Participate in meetings and/or conference calls to discuss innovative ideas, workloads, availability, issues and problems for all to learn, share and resolve.
- Identify and develop information required to inform customer and sales rep of any changes (time, date and/or means) to the scheduled delivery date.
- Inform to Shop Manager of all claims of shortages or errors.
- Responsible for making sure outstanding service is taking place and all efforts are taken to satisfy customer needs at all levels, phone calls, meetings and job sites.
- May assist the Shop Manager in determining delivery options that will affect the budget
- Must adhere to JMS Rebar safety programs and standards.
- Demonstrate conduct consistent with JMS Rebar vision and values.
- Maintains a desirable work area.
- Performs and/or assist on other duties as assigned.

Experience and Skill Requirements:

- Previous Scheduling experience preferred.
- Previous experience with aSa Rebar Systems.
- Experience and practical knowledge of rebar scheduling per industry standards preferred.
- Must meet attendance standards.
- Ability to interact with coworkers and customers in a positive manner, follow directions and work rules and accept constructive feedback required.
- Strong mathematical skills are required.
- Strong customer service orientation.
- Ability to communicate with customers, sales rep, detailers and employees required.
- Must demonstrate outstanding organization and multi-tasking skills.
- Ability to work overtime as necessary outside of normally scheduled shift with little or no advance notification required, including weekends and holidays.
- Ability to read and interpret placing drawings (i.e. blueprints, specs, proposals and forms).
- Strong spatial skills.
- Must be legally authorized to work in the United States without company sponsorship now or in the future.
- Must be able to physically work in Greensboro, North Carolina. This is an in-house position and not available for remote work.

Education Requirements:

- High School Diploma, Technical degree and/or equivalent is not required.

Physical Demands:

- While performing the duties of this job, the employee may be required to lift and /or move moderate to heavy objects.
- Typical office and fabrication shop activities.
- Talking, walking, sitting, standing, and bending.
- Using hands to operate objects, tools, computers and other electronic equipment
- Lifting/handling computers, boxes, rebar and related equipment
- Vision abilities including close vision and adjusting focus.
- Moderate noise level when at the office high level when at the shop.

JMS Rebar is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, sex, gender identity, sexual orientation, color, religion, creed, national origin, disability, age, marital status, pregnancy, veteran status or any other basis prohibited by law.