

sextonprinting

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Position: Production Scheduler, F/T position, days.

To apply submit resume to Tina Gray, tgray@sextonprinting.com

Our Company

Join our production team! Sexton Printing is a third-generation, full-service, print and marketing services provider for some of the largest national and regional corporations and institutions in the Midwest. Our product offerings include offset and digital print, print-on-demand, fulfillment, mailing services, and a full line of digital marketing solutions, including graphic and Web design. Sexton is a G7[®] Master Printer, HITRUST[®] CSF Certified, and FSC[®] Certified.

Job Summary

The Production Scheduler's primary purpose is to ensure on-time deliveries for our customers by implementing the most efficient and timely use of equipment and personnel in the production of products and services.

Responsibilities and Duties

- Leads daily scheduling meetings and communicates order status and issues with Department Managers and Customer Service
- Revises schedules as necessary to address changes in order expectations and/or accommodate unexpected production issues to meet changing customer needs in a fast-paced environment
- Updates and maintains real-time job production status and due date information via Sexton's MIS scheduling system
- Manages all outsourced production purchases, such as die cutting, embossing/foil stamping, perfect binding, etc.
- Works with purchasing to coordinate material logistics to maximize production resources

Knowledge and Skills Required

- Print manufacturing and equipment capability knowledge: offset and digital presses, general bindery, stitching-trimming, and inkjet mailing
- Strong MIS-driven scheduling, e-ticketing, and general business experience, as well as proficiency in MS Excel, Word, and Outlook
- Ability to manage outside purchases and maintain relationships with third-party vendors
- Excellent organizational and administrative skills and an ability to work under deadlines
- Must be self-directed, detail oriented, reliable, and have strong initiative
- Knowledge of material (paper/ink) specifications and capabilities, as well as production supplies required by Press and Bindery
- Ability to communicate effectively and work with management, peers, and machine operators
- Minimum of 5 years scheduling experience required
- Print estimating, planning, customer service, or prepress experience a plus
- Associate degree in related field preferred