



**Tower Laboratories, Ltd.**

**PRODUCTION SCHEDULER**  
Centerbrook, CT

Tower Laboratories is the premier effervescent product manufacturer in the U.S. We develop and manufacture over-the-counter medications, prescription pharmaceuticals, personal care, beverage and household products. Our product line includes denture cleanser tablets, antacids, cold medications, nutritional supplements, instant soft drink tablets and bath tablets. We are expanding our product base and currently have several new and interesting products in the development stages right now. Please visit our website to learn more about us at [www.towerlabs.com](http://www.towerlabs.com).

**POSITION SUMMARY:**

The Production Scheduler is responsible for planning and scheduling all activities related to the conversion of raw materials into finished goods to enable on-time and in-full order fulfillment and optimal manufacturing efficiencies. Consideration is taken on availability of raw materials, components, staffing, sequencing rules, optimal campaign size and planned maintenance. The Scheduler ensures the detailed plan is communicated to all relevant departments and facilitates needed inter-departmental coordination.

**RESPONSIBILITIES:**

1. Reviews contract orders and private label demand is weekly for adjustments that are needed to the finite plan.
2. Works in alignment with master plan on inventory builds, labor availability, preventative maintenance and sanitation needs, etc for incorporation into the weekly production schedule.
3. Communicates production schedule along with any necessary up dates to the cross-functional team.
4. Coordinates cross-functional alignment or tasks to support production timelines for on-time order fulfillment.
5. Conduct forward looking review of raw material availability to support production schedules. Communicated gaps and assist in resolution.
6. Communicate Production Plan and Performance to Plan Metrics. Provide reports to management as required.
7. Assess short term impacts of raw material availability to production plan and finished good inventory. Identifies contingency plans when potential obstacles exist.
8. Communicate to Sales Team completion of contract orders along with delays as well as impacts to private label availability for order fulfillment.
9. Observe and practice all safety precautions and regulations in performing duties.
10. Support company mission and values.
11. Other related responsibilities as assigned.

**QUALIFICATIONS:**

- Bachelor's degree preferred: Business, Supply Chain, Materials Management, or related field.
- Minimum 3-5 years experience in Production Scheduling
- Strong Excel skills.
- Basic math skills.

- Strong organizational skills; attention to detail; ability to prioritize and manage multiple tasks
- Excellent Communication Skills (written and verbal).
- Possess a continuous improvement mentality.

Tower Labs offers a clean, humidity & temperature controlled, friendly working environment and complete benefit package, including a 401(k) w/company match.

Tower Labs is a Socially Responsible Employer and a great place to work! Qualified candidates may email resume, letter of introduction and salary requirements to [hr@towerlabs.com](mailto:hr@towerlabs.com).