

### Job Description: Fleet: Install Coordinator / Scheduler / Planner

The Fleet Install Coordinator will be part of and sit with the VMS, Inc. Fleet Graphics Team, which is within the VMS, Inc. Production Control Dept.

Install Coordinators/Planners/Schedulers will perform and manage the procurement and/or scheduling of both direct and indirect material and services for the support of the VMS, Inc. Fleet dept. The Fleet Install Coordinator will, along with the general duties and responsibilities of the Scheduler/Planner/Buyer role, be responsible for the scheduling/planning aspect of VMS, Inc.'s Fleet business. This includes, and largely encompasses, coordinating installs with VMS, Inc. clients/customers and third-party vendors. The Install Coordinator will utilize already established third-party vendors. However, there may be instances where new third-party vendors would need to be identified. Additionally, the Install Coordinator will help determine material, equipment, and labor requirements for internal production and external services.

- Perform the scheduling of Fleet graphics with third-party vendors in order to maximize on-time job completion.
- Will work with Production Control team to evaluate delivery status for Fleet graphics to client locations by monitoring productivity, inventory turns, gross profit, etc.
- Experience with effectively communicating with outside vendors, customers, and clients; customer service.

#### **Additional duties:**

- Utilize ERP system to generate job tickets.
- Estimating the amount of material, equipment, and labor required for production.
- Works directly with the Materials management team and fellow associates to ensure that raw materials and customer supplied items are available to support the production schedule.
- Will utilize discretion in making necessary adjustments to safety stocks as deemed necessary to facilitate product availability while maintaining the lowest possible inventory.
- Recommending viable solutions to reduce production and/or install costs as well as improve production processes and product quality.
- Promptly addressing and resolving production, scheduling, and/or install issues, via Work Order/Job Ticket changes/updates, to reflect the most current version/revision.
- Establish commitment (promise to ship) dates for scheduled sales orders.
- Effecting changes to production and install schedules to ensure production deadlines are met.
- Procure and/or schedule the supply chain to align with the business SOP while supporting business inventory objectives/targets.
- Works directly with the Materials management team and fellow associates to ensure that raw materials, customer supplied items, or services are available to support the production schedule.
- APICS CPIM certification a plus, but not required.
- Excellent interpersonal, communication, analytical skills.
- Strong understanding of production scheduling in a make-to-order environment with 5+ years scheduling experience.
- BS/BA degree in Supply Chain Management or related field, or equivalent experience.

Job Type: Full-time, M-F, onsite.