

February 13, 2017

Planner Scheduler – Midland Texas

I have a new vacancy for a Planner/ Scheduler with a large operator's Facilities Engineering group in their Midland office. The Planner/ Scheduler will stay very busy as they will be running the schedules for the busiest group within the unit. Local candidates are strongly preferred as this is a long-term position. This will be on a 9/80 rotation with an ideal day rate of \$400-425 though there may be some flexibility depending on experience. If you are interested or know someone who may be, please let me know!

Regards,

Mary Prejean

Recruitment Consultant
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Published Description:

Airswift, working with our client, a major O&G operator, is seeking a Planner/Scheduler to work within their facilities in Midland, TX. Airswift is an international workforce solutions provider within the energy, process and infrastructure industries. Airswift serves as a strategic partner to our clients, offering a turnkey workforce solution to capture and deliver the top talent needed to complete successful projects by aligning with the unique needs of our clients. With over 800 employees and 6,000 contractors operating in over 50 countries, our geographical reach and pool of talent available is unmatched in the industry and the level of experience, exposure and expertise that the organization has is unparalleled.

Summary: The main function of a planner / Scheduler is to coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. A typical production planner is responsible for reviewing and distributing production, work and shipment schedules and compiling reports on inventory levels, cost, etc.

Job Responsibilities:

- Examine documents, materials and products, and monitor work processes in order to assess completeness, accuracy and conformation to standards and specifications.
- Review documents such as production schedules, work orders, and staffing tables to determine personnel and materials requirements, and material priorities.
- Record production data, including volume produced, consumption of raw materials, and quality control measures.
- Requisition and maintain inventories of materials and supplies necessary to meet production demands.

Skills:

- Verbal and written communication skills, attention to detail, problem solving and interpersonal skills.
- Ability to analyze costs related to manufacturing, labor and materials.
- Ability to accurately document and record customer/client information.
- Knowledge of applicable laws and regulations related to shipping and production.
- Previous experience with computer applications, such as Microsoft Word and Excel.
- Education/Experience:
- High school diploma or GED required.
- 2+ years related experience required.