



MachMotion
14518 County Road 7240
Newburg, MO 65550
(573) 368-7399 | Fax (573) 341-2672

Project Scheduler

Classification: Full Time (approx. 40hrs/week)

Overview: MachMotion is a growing company looking for a dynamic fast paced person who can plan and monitor production & install schedules to meet customer demands. You will have a global view of all our customer's jobs in progress and work directly with the main operation managers to keep sales and customers up to date in this dynamic world we now live in. This position requires a high achieving, high stress, self-motivated individual that has excellent communication skills.

For external installs, this position includes maintaining oversight of a job, setting deadlines, assigning responsibilities, and monitoring results. You will work directly with the Chief Operations Officer to help continue to scale this company.

Responsibilities:

1. Monitor timelines to make sure each job is moving forward to meet the customer's expectations
2. Be the point person for all questions from customers and sales on the current status of an order or an on-site installation
3. Schedule all on site installation teams and monitor budget for each
4. Continually improve processes

Knowledge, Skills, and Abilities:

- Excellent oral, written and verbal communication skills
- Great PC skills, especially Microsoft office suite
- Incredible organization skills
- Exceptional project management
- Quick decision-making ability
- Ability to work well in a fast-paced, collaborative environment

Education and Experience:

- Minimum 3-5 years of project management experience or equivalent qualification
- Manufacturing experience preferred
- Smartsheet or Microsoft Excel experience desired