

**Position: Master Scheduler/Planner**

Reports to (position):	Operations Manager	Job Location:	Charleville, Cork
Reports to (name):	Operations Manager	Department:	Manufacturing

**Company Overview**

Established in 1978, Flow Technology is a privately-owned process engineering company based in Charleville, Co. Cork. Flow Technology designs, manufactures, installs and distributes specialist process equipment and systems for the manufacturing sector across the biopharma, pharmaceutical, beverage, food and dairy industries. The company is a market leader and is proud of its reputation for quality and delivery earned and maintained over decades and enjoys an excellent level of staff loyalty and retention.

**Purpose of the Position**

The Master Scheduler / Planner is responsible for developing, maintaining, and controlling the integrated master schedule across engineering projects and operational activities. The role ensures alignment between quotations/tendering, engineering design, procurement, manufacturing, installation, and commissioning to deliver projects on time, within scope, and in line with customer and business requirements.

The position plays a critical role in resource planning, risk identification, schedule optimisation, and performance reporting across the business.

**Principal responsibilities**

- Develop, implement, and maintain the integrated master production and project schedule across engineering, fabrication, assembly, and site installation activities.
- Create and manage detailed work breakdown structures aligned with project scope and milestones.
- Identify critical paths, bottlenecks, and capacity constraints; implement mitigation plans where required.
- Coordinate closely with Project Management teams, project foremen and suppliers to ensure alignment of timelines and resources.
- Lead weekly planning and scheduling meetings to review progress, priorities, and risks.
- Monitor and update schedules based on live project information.
- Provide accurate forecasting of completion dates and resource requirements.
- Support Sales and tendering teams with realistic forecasting, of future capacity availability.
- Drive continuous improvement in planning processes, tools, and reporting.

**Required key skills (functional/technical) & experience**

**Experience:**

- Minimum 3-5 years' experience in a planning/scheduling role within engineering or manufacturing project-based environment.
- Strong understanding of manufacturing workflows and project-based engineering environments.
- Demonstrated experience managing multiple concurrent projects and production schedules.

**Technical Skills:**

- Proficiency in MS Project or equivalent planning software.
- Strong Excel and data analysis capability.
- Experience working with ERP and MRP systems. Epicor experience is an advantage.
- Knowledge of capacity planning, manufacturing and resourcing scheduling.

**Core Competencies:**

- Strong analytical and problem-solving skills.
- High attention to detail.
- Excellent communication skills.
- Calm and focused under pressure.

**Qualifications:**

- Degree or equivalent qualifications in Engineering, Operations Management, Supply Chain, Project Management or related discipline.

**Personal KPIs**

- Optimise capacity planning.
- Master schedule plan monitoring and adherence.
- Accuracy of completion date forecasting.
- Efficient use of resources.
- Improved workflow through the reduction of planning delays.
- ERP data accuracy and reporting reliability.

**The Package**

This is an exciting opportunity to join a successful profitable company.

- Competitive salary with scope for progression.
- Annual Performance-related bonus
- Company pension Scheme
- Life and PHI insurance
- Support for training and self-development.

We look forward to receiving your application via our website, or by contacting our HR Manager  
**hr@flowtechnology.ie.**