



**West Coast Quartz**  
**WCQ Silicon**  
**WCQ Asia-Pacific Pte Ltd**

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**West Coast Quartz** is a world leader in the manufacturing of quartz and silicon products for the semiconductor and solar industries with headquarters in Fremont, California. Due to heightened demand for our products, we are please to announce an opening for the following position:

**MASTER SCHEDULER**

Individuals who have a minimum of 7+ years of progressively more responsible and successful experience in a manufacturing environment are encouraged to apply for immediate consideration. The successful candidate with report directly to the Director of Manufacturing & Engineering.

**Skill Requirements include:**

- Ability to draw up master schedule to establish sequence and lead time of each operation to meet completion dates according to sales forecasts or customer orders.
- Translate orders into a sequential work schedule.
- Thorough knowledge of all aspects of manufacturing, including policy development and deployment in the areas of Lean Manufacturing techniques, quality, cost reduction, complete and on-time delivery, safety and plant performance measures.
- Participate in production meetings with Marketing, Customer Service, Engineering, Purchasing Management and Quality Control departments with an emphasis on resolving outstanding issues, communicating schedule priorities, and facilitating interdepartmental discussions.
- Update shop floor scheduling changes into ERP system to ensure that system is in balance with production operations and processes.
- Work with all departments to identify backlogs and bottlenecks and provide clear and concise methods for resolving them.
- Firmly manage material lead-times and production capacity constraints, work proactively with entire global organization to ensure on-time delivery and avoid interruptions in production.
- Identify areas for improvement in production processes: Increase on-time delivery (OTD) and cycle time.
- Analyze data to suggest schedule modifications and resource needs.
- Output and reporting for the position will take the form of formal and informal, regularly issued plans, schedules, and reports, as well as a number of ad-hoc reports as requested by management.

- Demonstrated ability to work independently and manage projects with little supervision. Provide coherent and relevant reports to senior management.

**Personal Requirements:**

- Technical skills in materials and inventory management, production scheduling and preventive maintenance. Advanced Microsoft Office and experience with Vantage Epicor ERP system a plus.
- Leadership: A demonstrated ability to lead people and get results through others.
- Desire to produce high quality, consistent products.
- BA/BS in industrial, mechanical or business administration, or a 4-year technical degree in related discipline.
- Experience in working with quartz and silicon materials highly desired.
- Experience with Lean Manufacturing and Six Sigma Manufacturing techniques a plus.

**\*Please respond to [jobs@wcq.com](mailto:jobs@wcq.com) in Word format ONLY.\***  
**West Coast Quartz is an equal opportunity employer**