



211 S. Fifth St. | Goshen, IN 46528 | 574-538-1350

Job Description: Scheduler

Employment Type: Full-Time

Location: On-site | Goshen, Indiana

Company Overview

Janus Motorcycles is an American motorcycle manufacturer dedicated to creating classic, lightweight motorcycles that stand the test of time. Based in Goshen, Indiana, we hand-build motorcycles that embody timeless design, exceptional craftsmanship, and the pure joy of riding. As a small, growing company, every team member has a direct impact on our products, our customers, and the future of the company.

Position Summary

Janus Motorcycles is seeking a highly organized and detail-oriented Scheduler to coordinate motorcycle production schedules, customer order flow, and production planning activities. The Scheduler serves as the primary link between sales, purchasing, inventory, and production. This role is responsible for maintaining accurate production schedules, ensuring customer orders move smoothly through the manufacturing process, coordinating build priorities, and providing sales with timely and accurate customer build updates throughout the production cycle. The Scheduler plays a critical role in helping Janus achieve its production objectives by maintaining schedules that support the production pace established by leadership and ensuring resources, priorities, and communication remain aligned with those goals. The ideal candidate is organized, proactive, detail-oriented, and comfortable managing large amounts of information while maintaining excellent communication with customers and team members. Success in this role requires strong organizational skills, attention to detail, accountability, and the ability to coordinate across multiple departments simultaneously. The role may also involve motorcycle delivery logistics. This is a full-time, in-person position based at Janus Motorcycles headquarters in Goshen, Indiana.

Reports To: VP of Operations

Key Indicators of Excellence

- Smooth and efficient scheduling of motorcycle production week by week according to the pace set by leadership
- Production output consistently meets or exceeds the production pace established by leadership
- Accurate production records and scheduling data
- Consistent communication between sales, purchasing, inventory, and production

- High customer satisfaction throughout the production process
- Accurate tracking of customer orders and production commitments
- Timely identification and resolution of scheduling conflicts or bottlenecks
- Accurate maintenance of scheduling and order information within Backbone

Key Responsibilities

Production Scheduling & Coordination

- Build and maintain production schedules that support company production goals and weekly output targets
- Coordinate build sequencing with operations and production leadership
- Balance customer demand, inventory availability, and production capacity
- Track customer orders from sale through production completion
- Monitor production progress and update schedules as needed
- Coordinate scheduling priorities between sales and operations
- Assign VINs and maintain associated production records
- Identify scheduling conflicts and communicate potential delays proactively
- Escalate shortages, staffing constraints, scheduling conflicts, or process bottlenecks that may prevent achievement of production goals
- Ensure production schedules remain realistic, achievable, and aligned with company priorities

Customer Communication & Order Coordination

- Maintain accurate build status information and provide Sales with timely updates for customer communication
- Provide regular updates regarding build status and estimated completion timelines
- Ensure customer specifications, options, and order details remain accurate throughout production
- Assist sales and/or customers with questions regarding production status and scheduling
- Maintain a high level of customer care and responsiveness throughout the ownership journey
- Coordinate final documentation and handoff to the appropriate delivery or service personnel

Data Management & Process Control

- Maintain accurate customer, order, and production records within Backbone and related systems
- Verify the completeness and accuracy of order information prior to production release
- Track production milestones and completion dates
- Generate reports related to scheduling, production status, and order tracking
- Maintain organized documentation and records
- Support ongoing improvement of scheduling and workflow processes
- Assist with implementation and refinement of operational systems and procedures

Inventory & Purchasing Coordination

- Monitor inventory availability as it relates to scheduled production
- Coordinate with purchasing and inventory teams regarding shortages or supply constraints
- Identify material risks that could impact production schedules
- Assist with planning production around available inventory and incoming materials
- Communicate potential supply chain issues to operations leadership

Administrative & Team Support

- Assist with miscellaneous administrative projects as assigned
- Maintain organized records and documentation
- Assist leadership with schedule visibility and operational reporting

Janus Team Duties

- Assistance with Janus customer events
- Shop cleanup and facility organization
- Support company-wide initiatives as needed
- Contribute to team effort by accomplishing related tasks as required

Education & Experience

- High school diploma or equivalent
- 2-5 years of experience in scheduling, operations, manufacturing coordination, logistics, project management, customer service, or related fields
- Experience managing multiple priorities and deadlines simultaneously
- Experience working within a structured process-driven environment preferred

Technical Skills

- Strong working knowledge of Microsoft Office Suite and Google Workspace
- Comfortable learning and utilizing ERP, MRP, CRM, and inventory management systems
- Strong data entry and record management skills

Core Competencies

Organization & Planning

- Exceptional organizational skills and attention to detail
- Ability to manage multiple priorities simultaneously
- Strong understanding of scheduling principles and workflow management
- Ability to maintain accurate records and documentation

Communication

- Clear and professional verbal and written communication

- Ability to communicate effectively with customers and team members
- Comfortable coordinating activities across multiple departments
- Ability to address issues directly and professionally

Problem Solving

- Strong analytical and critical thinking skills
- Ability to identify bottlenecks before they become production issues
- Resourceful and proactive approach to solving operational challenges
- Sound judgment and decision-making ability

Personal Attributes

- Self-motivated and dependable
- Strong sense of ownership and accountability
- Exemplary work ethic
- Process-oriented mindset
- Receptive to training and constructive feedback
- Positive attitude and sense of humor
- Comfortable working in a growing and evolving organization
- Interest in manufacturing, motorcycles, or product development preferred

What Success Looks Like

First 30 Days

- Learn Janus products, production processes, and operational systems
- Become proficient in Backbone and scheduling workflows
- Build relationships with sales, production, purchasing, and inventory teams
- Understand current production scheduling procedures

First 90 Days

- Take ownership of production scheduling and order tracking activities
- Demonstrate accurate schedule management and customer communication
- Improve visibility into production status and scheduling priorities
- Identify opportunities for process improvements

First Year

- Improve schedule accuracy and production predictability
- Reduce production interruptions caused by communication gaps
- Improve customer satisfaction through proactive communication
- Become a trusted operational resource for production planning and coordination
- Contribute to increased production efficiency and throughput