



Production Scheduler Toronto, Ontario

Job Summary

The Operations Department currently has an opening for a Production Scheduler. The Scheduler will be responsible for short and mid-term production planning with daily interaction with Hamilton Kent plants. The primary focus of the position is the preparation and update of plant production schedules at the plant item / work order detail level, in a multi-plant environment, driving efficiency while meeting customer expectations. The Scheduler also is responsible for the purchasing of the raw materials needed to support the production schedule as well as buy and sell finished goods.

Principal Responsibilities

- Use planning system inputs to set priorities for plant production. Priorities are based on the need to service the customer.
- Create and maintain Production Schedules using an MRP system to reflect current priorities.
- Create and maintain Work Orders with current production schedule dates and quantities.
- Coordinate with the activities of production ensuring adherence to schedules and communicate/update variances to plan.
- Optimize & manage inventory levels to ensure that locations have the necessary raw and finished materials for consistent effective & efficient operation.
- Communicate with vendors. Monitor and resolve late deliveries.
- Use the ERP planning system to distribute finished goods from manufacturing sites to various distribution centers within the supply chain.
- Follow up and respond to changing requirements in a timely manner, to satisfy service needs.
- Respond to internal inquiries from Customer Service, Sales, and manufacturing plant personnel.

Required Skills/Qualifications

- Post-secondary education, preferably with business or analytical / quantitative focus.
- Minimum 3 years' experience in manufacturing scheduling environment, with use of production management systems: MRP, ERP etc.
- Proficiency in Supply Chain concepts (safety stock, EOQ, MRP calculations etc.)
- Advanced with MS Excel: Pivot tables, VLOOKUP, formulas etc.
- Excellent communication and interpersonal skills, team player, confident.
- Ability to develop productive working relationships and positive attitude.
- APICS (CPIM) certification or working towards is desirable.
- Organized, dependable, self-starter, with excellent attention to detail.
- Excellent listening skills, good judgement and problem solving skills.
- Time management, prioritizing, and organizational skills are required.
- Strong customer service orientation.
- Enjoys working in a fast pace environment with flexibility towards changing requirements.
- Knowledge of KPIs and process improvement.

Please send all resumes to Jasmine Gaulin at Jasmine.Gaulin@ipexna.com

Due date: April 27th 2018

Only those candidates selected for an interview will be contacted

Internal applicants should discuss their application with their present manager prior to submission