

PRODUCTION SCHEDULER

Our client is one of the largest manufacturing companies in North America servicing customers and suppliers primarily in Canada, the United States, and on occasion worldwide.

Reporting to the Supply Chain Manager, the **PRODUCTION SCHEDULER** is responsible to coordinate production schedules and manage resources as necessary. This individual is highly organized, is assertive when needed and has the ability to work well with challenging and ever changing priorities with minimum disruption. You are able to work with minimal supervision and have the ability to lead discussions and meetings. This individual has strong interpersonal skills and has the ability to work well in Responsibilities:

- Works closely with sales and other internal customers to develop capacity planning
- Maintain accuracy of the Master Production Schedules
- Create production schedules for various production equipment to maximize operation efficiency, output and customer due dates
- Plan the optimum use of equipment, material and production personnel based on customer requirements
- Prepare and distribute dispatch list job priorities by machine
- Prepare purchase requisition to meet the master production schedule material requirements, and inventory targets
- Monitor progress of jobs in operations
- Interfaces with manufacturing, purchasing, customer service and quality control as required ensuring completion of plans
- Provide planning solutions for any material shortages, equipment downtime or other constraints
- Interfaces with manufacturing, purchasing, customer service and quality control as required ensuring the completion of plans
- Notify sales when it appears an order will be completed late with reason for the delay and new delivery date
- Provide recommendations to Operations to adjust resources, work overtime or subcontract work to balance overall manufacturing capacity
- Initiate subcontract activities to alleviate over capacity situation in Operations
- Track and report capacity hours, schedule attainment and past due hours by machine
- Perform quality work within deadlines with or without direct supervision
- Works effectively as a team contributor
- Follow company safety policies and procedures
- Monitors inventory levels and plans monthly cycle counting activities, measuring past dues

Qualifications:

- Post secondary education preferred
- Strong analytical, time management and organizational skills
- Ability to interface and communicate with internal and external customers
- APICS certification
- Experience with lean manufacturing an asset
- Strong MS Office skills
- 3 years supply chain experience in a manufacturing environment

If you would like more information about this position, please contact Cindy Delisle, Legacy Bowes Group at (204) 934-8845. If you believe you can make a strong contribution to this organization in the role of Production Scheduler, please submit your resume in confidence to cindy@legacybowes.com.