



MFI Food Canada Ltd, a Subsidiary of Minneapolis-based *Michael Foods Inc* is recognized as a global leader in the manufacturing of high technology, value-added egg products.

Supply Chain Planner/ Scheduler

This position reports directly to the Operations Manager and is a key member of the Plant Team. The positions key objectives are to ensure that Supply Chain activities are achieved from ensuring raw product availability, purchasing of package and ingredients, production scheduling and finished product shipments in accordance with cost, quality, and company and customer standards.

DUTIES & RESPONSIBILITIES:

- Working closely with Raw Materials Procurement groups to ensure raw material requirements are met.
- In conjunction with Master Planning group, develop weekly production schedules to meet order requirements and ensure proper utilization of equipment and resources.
- Ordering of Packaging and Ingredient supplies utilizing SAP software to ensure on-hand quantities to meet production demands.
- Implementation and maintenance of SAP inventory system including reconciliation of weekly cycle counts and adjustments.
- Order release and order lot allocation of finished products based on inventory levels and customer specifications.
- DFAIT Permit applications and reconciliation of quota allocations
- Preparation of customer sample shipments
- Provide Supervision and support to other departmental roles.
- Take leadership role in the use and improvement of the SAP system

EDUCATION / EXPERIENCE

- Post secondary education in Business, Supply Chain Management or other related Degree/Diploma.
- CPIM or CITT designations/ or working towards
- 2-3 years previous experience in a similar or related manufacturing role
- Experience with import/export shipment documentation
- Previous purchasing experience an asset.

JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Proven knowledge of production planning/ scheduling, purchasing and transportation fundamentals.
- Strong organizational skills, extremely accurate and excellent attention to details
- Ability to troubleshoot problems and apply corrective actions
- Demonstrated ability to multi-task and work in a fast paced environment with multiple demands and deadlines.
- Strong computer skills Microsoft Office and SAP an asset.
- Able to work comfortably with all levels internal and external to the plant.
- Flexible to work extra hours based on production needs.
- Excellent oral and written communication skills to effectively interact with others.
- Ability to prioritize and follow directions with little/no supervision.
- Demonstrated initiative and attention to detail and accuracy.

The above statements are intended to describe the general nature of the work and may not include all of the duties required of the position.

Interested individuals forward resume and cover letter, stating salary expectations:

Email: HR.Canada@michaelfoods.com.

MFI Food Canada, HR Dept, 70 Irene St, Winnipeg, Manitoba, R3T 4E1.

Please visit our website at www.michaelfoods.com