

JOB POSTING



Position: PRODUCTION SCHEDULER

Department: Supply Chain

Job Type: Full Time / Permanent

Location: 290 Humberline Drive, Toronto ON, M9W 5S2

Alumicor is a leader in the market with multi-plant operations across Canada. We recognize that our continued success very much depends on the relationships we have established with our employees, suppliers, customers and shareholders. These are partnerships built on mutual success that has been growing for more than half a century.

JOB DESCRIPTION:

Reporting to the Supply Chain Supervisor, the Production Scheduler acts as a gatekeeper to ensure upstream & downstream activities are not disrupted due to changes made to the production loads that would otherwise interrupt execution activities.

The Production Scheduler will be responsible for providing the detailed schedule to the manufacturing facility, driving efficiency while ensuring that customer expectations are met. He/She will drive the processes through purchasing and logistics and adjust the schedule on an ongoing basis, which is based on client demand, forecasts and production needs.

Key Accountabilities

- Work in collaboration with the Supply Chain Supervisor and Plant Supervisors to coordinate the activities of production ensuring adherence to schedule & communicate variances to plan.
- Manage transfers of inventory and analyze root causes of conformance shortfalls for future prevention.
- Monitor inventory levels and collaborate with purchasing to ensure timely material availability and anticipate delays.
- Aid the operations team in continuous improvement initiatives that will result in increased visibility, capability and capacity.

Competencies and Qualifications

- Post-secondary education with a Certificate in Manufacturing Planning (CPIM certification) and/or APICS certification preferred.
- 5+ years' experience in production control, planning, inventory control and/or materials in a manufacturing environment.



- Proficient in Supply Chain concepts (safety stock planning, MRP calculations, scheduling constraints and bottlenecks, etc.)
- Proficient in the English language (read, write, speak). Knowledge of ERP systems related to materials, scheduling, MRP, MPS, BOM operations/processes.
- Knowledge of MPS/MRP, Demand Flow, JIT, Forecasting, Inventory Planning, Kanban, and Supply Chain design.
- Advanced in Microsoft office and applications, specifically excel.
- Working knowledge of implementing PULL SYSTEMS to control shop floor work centre and Lean. Manufacturing techniques of Level Scheduling (Heijunka) and calculating takt times/ flow etc., and 5S.
- Strong interpersonal & communication skills with the ability to influence and impact others
- Disciplined in prioritization and organization of work.
- Experience in cross functional team.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Strong analytical and problem solving skills.
- Meticulous records maintenance skills.
- Strong customer service orientation.

If you MEET the above requirements and are interested in applying for this position, submit your resume along with your salary expectations to opportunities@alumicor.com specifying the title in the subject line.

Accessibility: We are committed to providing an inclusive, barrier-free recruitment and selection process and work environments. If you are contacted for a job opportunity, please advise Human Resources of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially

Alumicor is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest, however, only those candidates selected for an interview will be contacted.

NO AGENCIES PLEASE.