

Job Title: Production Planner
Reports to: Production Planning Leader
Date: August, 2021

Job Summary:

- Uses MRP system to analyze supply and demand of parts and creates work orders, or purchase orders, to create supply and fulfill demand.
- Analyses open work orders and purchase orders to ensure that changes in demand are satisfied.
- Uses competent knowledge of steel parts manufacturing to ensure workflow proceeds efficiently.

Company Profile:

We believe that every person deserves to have purpose in their careers. By striving to create a healthy work - life balance we provide our community with an opportunity to be a part of a growing company that puts its people first. With aspirations of global growth, we work hard to create value for our customers through our core businesses. Our industry recognized vegetation management equipment is poised for rapid expansion allowing us to further develop new technologies and push our manufacturing capabilities further while our sawmill industry specialists, parts and machinery provide us sustainable growth in an ever-increasing global market.

Training:

- Safety training and job specific MRP software training will be provided.
- 5+ years in a multidisciplined manufacturing environment, or 1+ year in manufacturing engineering, or production planning, or Mechanical Engineering Technologist diploma required.
- Basic MS Office software experience required.
- 2D and 3D CAD experience an asset.

Essential Duties and Responsibilities:

- Creation of work orders using MRP
- Create purchase orders to supply requirements of stock and work orders
- Perform clerical duties for the Production Planning team.
- Thoroughly check completed work orders to ensure all costs are correct and costs are correctly attributed to the job.
- Create manufacturing instructions to maximize efficiency and minimize confusion on the shop floor.

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- Creates Manufacturing-specific drawings or information packages to supplement information provided by engineering drawings.
- Assists with revision control of engineering drawings.

Compensation:

- Upon successful completion of a 60 days probationary period, Promac will provide an excellent compensation package including industry leading wages for your level of experience, MSP coverage, extended health and dental, RRSPs and safety equipment cost allowances.

To apply:

- Please forward a cover letter and resume to KurtWalas@Promacgroup.ca