



An ISO 9000 Company

Job Description Production Planning Assistant

Reports to: Director of Supply Chain

Job Purpose:

Primary focus is assisting the Scheduler to perform scheduling duties as necessary. Preparation of schedules for all production equipment, preparing daily WIP reports, working with production personnel to ensure orders are processed and completed on time. Support the Production Planning department, working within and understanding the production process, plant procedures, equipment capabilities and flow of goods within the facility.

Duties:

- Excellent communication and interpersonal skills
- Ability to work in a fast-paced environment and be able to quickly adapt to schedule changes required to meet customer demands
- Excellent organizational and time management skills
- Strong computer skills
- Ability to work flexible hours and/or weekends as necessary
- Scheduling and logistics experience is a preferred asset
- Understanding of AS400 system would be an asset
- planning, order processing and trafficking – support as necessary
- Responsible to observe all of Morbern's occupational health and safety rules. This ensures your personal safety and the safety of others and also assists Morbern promote safety at work for all employees.
- Other duties as assigned

Education:

- Post Secondary Education in Supply Chain Management

Qualifications:

- Experience in related fields such as Production Planning and/or Logistics or equivalent experience within a Manufacturing environment

We thank all applicants for their interest, however only successful applicants moving forward through the recruitment process will be contacted.

Should you require any accommodation throughout the recruitment process, please inform the recruiter. Please submit resumes to: recruiting@morbern.com