

**Position:** Material Planner  
**Location:** Ayr, Ontario (Near Cambridge, Kitchener/Waterloo)  
**Hours of Work:** Monday to Thursday, 8:00AM-4:30PM; Friday 8:00AM-2:00PM  
**Benefits:** Comprehensive Health and Dental, Pension Plan, Course Reimbursement Program and many others.

Bend All Automotive is a driven and innovative organization manufacturing automotive components and Automation Tooling Equipment. We support customers worldwide with leading technology through product design, prototyping, product validation, tool building and flexible streamlined manufacturing processes. Bend All Automotive is a medium sized, repetitive manufacturing company with \$80-100 m in sales.

The **Material Planner** position is a highly visible role responsible for monitoring inventory levels and ensuring adequate levels of raw materials are available for production.

#### **RESPONSIBILITIES:**

- Ensuring Inventory turns are optimized
- Main point of contact regarding material planning for 2 manufacturing facilities (same location)
- Maintain part master files within the ERP system for inventory counts
- Interface and liaise with internal and external suppliers for material orders
- Report on cycle count activities, reconcile, and implement correction action for when inventory variances occur
- Coordinate material shipments to maintain optimum raw material inventory levels
- Meet regularly to maintain a continuous flow of communication between production, quality, maintenance and management regarding the coordination of material activities
- Provide material releases to supply chain
- Make recommendations for the optimization of shipping and receiving schedules

#### **ACCOUNTABILITIES:**

- Accountable for inventory value on hand
- Maintain inventory accuracy levels greater than 98%

#### **MINIMUM QUALIFICATIONS:**

- 3 - 5 years of related working experience in manufacturing
- Post-Secondary diploma/degree in Materials Management, or related discipline
- Must have previous work experience with MSOffice and ERP software; strong Excel skills required
- Strong Material Planning background
- Knowledge of supply chain management preferably with overseas experience

- Driven and self-directed in order to effect results
- Sound planning and organizational skills complemented with experience in lean manufacturing
- Proven ability to identify and correct errors
- Detail oriented with a practical approach to problem solving
- Strong commitment to customer satisfaction
- Capable of working in a high-pressure environment with a strong sense of urgency

Qualified Applicants are encouraged to submit a resume and cover letter, outlining salary expectations, to Human Resources:

Email: [careers@bend-all.com](mailto:careers@bend-all.com) (MS WORD Format)

Fax: (519) 624-6551

**PLEASE QUOTE JOB TITLE IN SUBJECT LINE**