

We are currently recruiting for a **Materials Planner** for our Operations Department. The successful candidate will possess excellent analytical skills, proven systems experience and is dedicated to results and continuous improvement within a team environment.

RESPONSIBILITIES:

- Verify EDI communication and/or enter customer orders into ERP system.
- Maintain and monitor the ERP Database and EDI reports to ensure material shipment schedules are met and maintained
- Interface and liaise with internal and external suppliers for material order
- Coordinate material shipments to maintain optimum raw material inventory levels and minimize congestion in the receiving area
- Responsible for the overall coordination of internal and external production schedules, ensuring that customer schedules are maintained in a timely manner
- Attend weekly team meetings to assist in determining weekly production schedules, labour plans, tooling changeovers, and raw material requirements
- Using production plan, schedule tooling changeovers with Set Up department
- Meet regularly and maintain a continuous flow of communication with production, quality, maintenance and management regarding the coordination of manufacturing and production activities
- Apply and implement lean manufacturing principles within the context of production planning
- Participate in monthly reviews of Safety Stock requirements
- Make recommendations for the optimization of shipping and receiving schedules

MINIMUM REQUIREMENTS:

- Post Secondary diploma/degree in Materials Management, or related discipline
- 3 - 5 years of related working experience, complemented by a Post Secondary diploma/degree in Materials Management, or related discipline
- Must have previous work experience with MSOffice and ERP software, preferably with Epicore (formerly Vantage)
- Strong Material Planning background, with APICS, CAPICS or CPIM designation an asset
- Driven and self directed in order to effect results
- Sound planning and organizational skills complemented with experience in lean manufacturing
- 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 (MS WORD Format)
Fax: (519) 624-6551

PLEASE QUOTE JOB TITLE IN SUBJECT LINE