



## Job Description

**JOB TITLE: Junior Production Planner/Scheduler**

Purpose:

To assist the Production Planner/Scheduler in the development and implementation of production schedules to support company production.

Role and Responsibilities:

- Assist the Production Planner/Scheduler in the development, implementation, analysis and coordination of the schedule for the production of the D&V product lines, product families and / or service /repairs.
- Participate in the monthly planning forecast based upon the monthly sales and operations planning process
- Assist in maintaining the monthly KPI
- Provide department capacity plans, on a weekly basis,
- Investigate and report on the monthly shop orders and cost variances
- Execute the production schedule to achieve inventory turn goals, analyze capacity needs to develop/implement realistic manufacturing schedules, and project future demands
- Review Daily Production Schedule.
- Coordinate with Purchasing for availability of Raw materials
- Set routings, safety levels and other planning data into the MRP system
- Follow all regulated health & safety policies and procedures

Education and Experience:

- Post-secondary diploma or degree in the related field.
- Working towards CPIM or CSCP certification is an asset
- Require a minimum of 2-4 years hands on work experience, in a manufacturing environment
- Excellent oral and written communication skills required
- Strong knowledge and work experience with MRP/ERP systems
- Ability to develop reports, i.e. use Cristal reporting
- Proficient in MS office
- Excellent planning and organization skills
- Ability to work within all levels of the organization

D & V Electronics Ltd. values their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: [careers@dvelectronics.com](mailto:careers@dvelectronics.com) or fax us at (905) 264-0502.

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.