

Planner/Scheduler

Are you ready to dive into the exciting and innovative world of Engineered Wood? Kadant Carmanah Design has a great opportunity within our Manufacturing Team for a well-rounded individual as a **Planner/Scheduler**.

Kadant Carmanah is recognized as a global leader of innovation in the design and manufacture of equipment in the Engineered Wood products industry and is the largest supplier of Stranders used in the production of Oriented Strand Board (OSB) and other wood-based composites.

The Role:

The Planner/Scheduler will work closely with Engineering, Sales, Purchasing, Production, and all departments on the manufacturing floor, to ensure the timely creation and release of job travelers and purchasing documentation for the manufacture of equipment.

Responsibilities:

- Develop, maintain, and revise job travelers through the review of engineering drawings and required manufacturing methods. Includes creation of Bills of Material (BOM) and Method of Operation (MOO) using Epicor MRP software.
- Responsible for creating and reviewing daily shop work schedule and adjust as required to meet demanding sales order delivery dates.
- Coordinate and direct production and purchasing departments to meet job schedules and sales order ship dates. Work with corresponding departments to expedite as needed.
- Ensure all jobs are staged with required materials prior to job start. Monitor incoming flow of sales order and job order materials and maintain their correct location.
- Develop and update KPI's for job finish dates, job costs, purchasing receipt dates and sales shipping dates.
- Ensure major problems, both current and potential, are brought to management's attention, with appropriate suggestions for corrective action, immediately as situation arises.
- Work closely with the Production Manager, Sales Manager, and shop workers to review jobs from quote to cash. This includes an understanding of the manufacturing process to make decisions per design and customer requirements.

Qualifications:

- Minimum of 2 years in project management and/or scheduling/planning or equivalent technical schooling.
- Experience working in a manufacturing job shop environment.
- Experience with MRP systems; experience in Epicor an asset.
- Demonstrated ability to multi-task and prioritize to meet the demands of a fast-paced operations/manufacturing environment.
- Must possess strong computer skills, with expertise in Excel and proficiency in MS Office.
- Education in Operations, Project Management, Mechanical engineering or like fields of study.

Benefits/Opportunities:

- Extended Health, Dental, Disability, Life Insurance & AD&D after 3 months
- RRSP matching after 6 months
- 3 weeks' vacation to start
- Employee Assistance Program

- Company Events
- Casual dress
- On-site parking

Wage Range/Job Type/Schedule:

- Negotiable based on experience
- FT - Permanent
- Monday-Friday
- Days

To apply for this position, please send a cover letter and resume to hr.carmanah@kadant.com
We thank you for your interest; however only short-listed applicants will be contacted.