

PRODUCTION PLANNER

Department: Construction & Fabrication
Location: Brandon, Manitoba
Job Type: Full Time
Hours: Monday – Friday, 8:00 AM to 5:00 PM
Salary Range: dependent upon qualifications

Glendale Industries Limited is a metal fabrication facility in Brandon Manitoba. Glendale has been in business since 1984.

Glendale Industries is a member of the Atom-Jet Group. The Atom-Group has over 70 employees and recently received the Manitoba Chamber Outstanding Long-Term Achievement Award.

We are seeking a motivated individual with strong organizational and communication skills to assist in coordinating our construction and fabrication division.

Benefits

Glendale recognizes that the people within our team are our most valuable asset, and because of this Glendale provides its employees with:

2. A comprehensive benefit package
3. Pension matching
3. Competitive salaries and wages
4. Work life balance
5. Regular social events

Job Summary

The construction & fabrication division of Glendale Industries is primarily focused on the fabrication and installation of structural steel and miscellaneous metal components, fabrication of vacuum and water tanks, and general industrial fabrication.

The Production Planner is responsible for supporting this division through effective planning and coordination. This role reports to the General Manager and works in conjunction with the Shop Foremen and Lead Hands. The key responsibilities of this position include the following:

- Schedule labour, equipment, and raw material to successfully complete projects
- Coordinate production workflow for multiple projects & departments
- Ensure production process flows smoothly by ensuring all necessary components are in place and ready when required.
- Purchasing and inventory management.
- Manage vendor relationships.
- Assist with accurate labour and material take offs for tenders.
- Maintain proper documentation.
- Provide customers and management with clear and timely communications.
- Accurate labour tracking and cost reporting for multiple jobs
- Ability to address and problem solve schedule changes and / or conflicts.
- Work toward continuous improvements and efficiencies.

Requirements

Experience – Industry related experience is a requirement. Supervisory experience would be an asset in this position. If training is required, it will be provided to the ideal candidate.

Education – Business / Office Administration Diploma would be an asset but is not required.

Skills – Applicant must have the ability to work under pressure, meet deadlines, work in a collaborative team setting, multitask, possess strong organization skills, and have the ability to work with basic Microsoft Office programs.

Attributes – Looking for self motivated individual with a positive attitude that works well with others and has the ability to work within and contribute to a team.

HOW TO APPLY

Please forward resumes via email to hr@glendaleind.ca Re: Production Planner or apply in person.