

As Canada's largest manufacturer of steel building systems, **BEHLEN** values our people and our community as much as our clients value our work. Behlen Industries LP manufactures steel building systems used in recreational, commercial, and industrial markets. Behlen is a proud member of WGI Westman Group Inc. – A dynamic, entrepreneurial group dedicated to the growth of their employees, customers and the communities in which they operate.

Progress creates a career opportunity in **Brandon, Manitoba**.

PRODUCTION EXPEDITER

Reporting to the Production Control Supervisor, our Production Expediter prepares, co-ordinates & expedites the flow of work and material from Engineering through the manufacturing process. This includes compiling, verifying, and processing information within various computer applications, in accordance with established procedures, guidelines and schedules. This role also prepares work and production schedules, monitors the progress of the production schedules and monitors all inventory of stock for manufactured items on all product line.

This Role Requires:

- Completion of an Office or Business Administration Diploma or related discipline
 - **Combinations of experience and relevant courses will also be considered**
- One to three years related experience in either a mid to large sized office or within a construction/manufacturing facility
- Experience in blue print reading would be considered an asset
- Proficiency with Microsoft Office programs, adept at learning and using other software
- Strong analytical and problem solving skills will be utilized to analyze and solve production problems
- Solid organizational abilities, accuracy, attention to detail and ability to prioritize are essential
- Excellent communication and interpersonal skills to work as part of our team and present production information and goals
- Ability to work independently or as a team to complete projects/assignments with demanding timelines

Behlen Industries LP provides a competitive total rewards package including professional growth, career development and continuous learning. Applicants with high standards for performance are encouraged to apply to hr@behlen.ca by **Monday, January 24, 2022**. Please provide résumé and cover letter, stating salary expectations.

We thank all applicants for their interest.
Behlen Industries LP is an Equal Opportunity Employer