



RITZ Machine Works is a supply chain partner supplying fabricated metal components and assemblies to Original Equipment Manufacturers. We employ over 70 personnel at facilities in Dauphin, MB and Cambridge, MN. We pride ourselves in our customer focus, team approach and innovative solutions.

We invite applications for the following position:

Production Planner (Dauphin, MB)

We are currently seeking a Production Planner to join our team in Dauphin. This position offers 40 hours per week with hours from 7:00 AM to 5:30 PM, Monday to Thursday.

Job Summary:

The Production Planner is responsible for optimizing the utilization of production resources to satisfy customer requirements.

Responsibilities Include:

- Establish and maintain the scheduling of production tasks for all departments/machines within ERP software
- Work as part of a team with the Shop Foreman and Leadhands to allocate shop floor personnel within production
- Work with the Purchasing Manager to coordinate delivery timing of raw material purchases required for production
- Work with the Operations Support Coordinator to manage and provide feedback on current customer orders
- Analyze customer forecasts to plan for upcoming production workload
- Provide support to shop floor personnel with questions regarding the ERP software's shop floor tracking module
- Participate in daily Production Meetings, weekly Management Meetings, and quarterly Management Review Meetings

Qualifications and Skills:

- Experience working in Production Planning, Project Management, or Logistics
- Well organized with strong time management skills
- Strong communication skills
- Proficient with MS Office and ERP software
- Education in Commerce, Business Administration, Engineering, or similar program would be an asset
- Experience in a manufacturing environment would be an asset

Email resume to employment@ritzmachine.com