



### **Demand Planner & Scheduler**

Reporting to the Production Manager, the Demand Planner and Scheduler determines and maintains appropriate inventory levels based upon shelf life standards and manufacturing frequencies, and is responsible for all production and employee planning scheduling for all year round and seasonal production. He/She ensures staffing levels are maintained at appropriate levels based on production needs.

#### **As the Demand Planner and Scheduler, primary responsibilities include but are not limited to:**

- Develop long term production plans and employee requirements to support seasonal forecasts and ongoing sales
- Develop weekly plans for the entire plant, and arrange for weekly cycle of work orders
- Oversees collection of daily target information and works with the Operations Team to develop action plans to address identified issues
- Perform capacity analysis and line utilization analysis to ensure schedules are developed to optimize company assets and human resources while meeting required timelines
- Continually evolves the planning and scheduling process by performing economic run quantity analysis within shelf life and inventory constraints to optimize production runs
- Create inventory replenishment strategies of various channels to balance product freshness and production efficiencies
- Communicate product availability and progress of production achievement vs. plan
- Plan all factory employees to job assignments
- May be responsible to perform production supervision tasks in the absence of a Production Supervisor

#### **All successful candidates must possess the following:**

- Experience in logistics, planning, scheduling, using MRP software or relevant education in Operations Management, with a focus on planning and scheduling
- Experience in a Unionized Food Manufacturing Environment
- Demonstrated problem solving abilities with excellent time management capabilities
- Excellent communication, planning and organizational skills
- Strong data analysis skills
- Ability to do root cause analysis
- Ability to lead and influence others and create a teamwork environment
- Knowledge of Occupational Health and Safety Legislation
- Expertise in Microsoft Office Suite, MS Access, Syteline, WMS
- Strong knowledge of GMP's in a food environment
- Ability to work flexible shift times

Purdys Chocolatier recognizes the value of skills and knowledge gained outside of formal education and paid employment. Applicants who present an equivalent combination of qualifications and experience will be considered and are encouraged to apply. We thank all applicants for their interest in Purdys Chocolatier, but due to the volume of applications received, we are only able to contact those applicants who have been selected for an interview. No phone calls please.