



**JOB TITLE:** Operations Scheduler and Administrator

**LOCATION:** Delta 11

**REPORTING TO:** Manufacturing Operations Manager

**APPLY TO:** [humanresources@pfbcorp.com](mailto:humanresources@pfbcorp.com)

**DATE:** October 25, 2023

**OPEN: Until Filled**

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### **PRINCIPLE RESPONSIBILITY**

To provide support to the Operations Manager and Production Supervisors in the manufacturing plant. The role will support the manufacturing and operations functions within such areas as manufacturing scheduling, inventory control, payroll and safety. The role will support administrative and business functions including accounts payables. This role will appeal to someone who is a self-starter, who wants to learn about business and the functions that support serving the customers, both internally and externally.

### **FUNCTIONAL RESPONSIBILITIES:**

#### **Manufacturing Scheduling:**

1. Primary point of contact and liaison with sales, logistics, and manufacturing departments to meet the requirements of our customers.
2. Collaborates with these departments to establish schedules to best serve our customer needs.
3. Compares current and anticipated orders with available inventory of raw materials; anticipate demand and plan accordingly.
4. Coordinates with supervisors' availability of raw materials, supplies, equipment, and staff as needed to meet delivery dates.
5. Maintains a master schedule for each of the manufacturing departments, keeping all stakeholders, internal and external, of scheduling changes or delays.
6. Daily assessment production schedule vs. actual productions, establish gaps in performance and adjust schedules accordingly and update our internal ERP system.

#### **Inventory Control:**

1. Daily inventory count entries, investigations, and daily posting into our ERP system
2. Processing inventory transactions with accuracy
3. Continuous review of inventory to detect deficiencies in products and availability.
4. Reviews, plans, orders and maintains inventory of finished goods and raw materials to ensure sufficient stocked inventory levels are maintained.
5. Assisting in performing Monthly general inventories

#### **Logistics/Sales:**

1. Support processing of shipments across the country and into the United States
2. Border paperwork
3. Support site day-to-day to keep our employees safe. We have a safety plan which includes wearing masks, socially distancing, regular sanitizing of high-touch surfaces and regular safety training and daily screening.



4. Logistics functions as needed.

#### **Human Resources:**

1. New hire orientations and processing, probationary end and termination processing
2. Reporting and maintaining records for WCB and short-term disability cases
3. Maintain training files and scheduling reoccurring training courses.

#### **Health & Safety:**

1. Coordinate health and safety programs for manufacturing operations.

#### **Document & Quality Control:**

1. Create and revise plant procedures, instructions, and forms,
2. Assist in establishing and continually improving procedures in manufacturing, health and safety, and administrative functions
3. Maintain certification manuals, records, and audit reports and assist auditors with the quality management system.

#### **General:**

1. Adherence to company policies and procedures
2. Develop a flexible approach to a team environment.
3. Meet all safety requirements & regulations of the job.
4. Wear the required personal protective equipment (PPE) where advised.

#### **SKILLS & KNOWLEDGE REQUIRED**

Knowledge of Product & Production Processes  
MS Office Suite – Intermediate Excel Required  
Reliable and Accurate Data Entry Skills  
Telephone / Communication Skills  
Decision making  
Basic Accounting (AR / AP)

Teamwork / Collaborative  
Organizational Skills  
Knowledge of Quality System Standards  
Problem solving  
Leadership

#### **PREREQUISITIES/EDUCATIONAL QUALIFICATIONS:**

- Diploma in Operations Management or Office/ Business Administration
- Excellent communication and interpersonal skills
- Understanding of business and supply chain
- Strong analytical and problem-solving skills
- 3-5 years scheduling experience, preferably within a fast paced manufacturing environment
- Leadership skills
- Energetic, organized and able to multi-task
- MS Office Suite-Word Processing, Data Entry, Intermediate Excel
- Team Player
- Decision making, Problem Solving