



Position Title:	Production Planning Coordinator
Department:	Production
Location:	Burlington, Ontario

OBJECTIVE

Reporting to the Production Manager, Finished Goods, the Production Planning Coordinator is responsible to implement the production planning and scheduling process through developing a thorough understanding of the production processes through first-hand experience on the production floor, and with key production personnel.

QUALIFICATIONS

Education:

- High school diploma or equivalent

Experience & Skills:

- 1-3 years of experience in production planning/scheduling
- Food industry experience is an asset
- Proficient in MS Office – specifically Microsoft Excel
- Strong verbal and written communication skills
- Strong organizational and prioritizing skills
- Strong analytical skills
- High level of confidence using datasets and computer programs
- Detail oriented and able to multi-task within a fast-paced environment
- Flexibility and willingness to work overtime as required

PRINCIPAL RESPONSIBILITIES

1. Create the Daily Production Schedule based on total demand requirements, capacity availability and quality management.
2. Schedule detailed Daily Production Schedule in an optimal sequence that balances customer delivery expectations, raw material inventory levels, and operational efficiency.
3. Work as part of an interdisciplinary team that includes various departments such as: Procurement, Sales, Production, and Shipping.
4. Review Daily Production Schedule with the Operations Department and revise, if necessary, to meet customer requests.
5. Identify short term inventory risks related to raw materials and packaging.
6. Schedule the efficient use of labour and potatoes, across 5-8 production lines.
7. Manage the accurate and efficient packing of 50-60 seasonally rotating SKU's.
8. Work towards a weekly rolling production plan that is consistent and predictable.
9. Work with the Production Supervisor and Production Manager, Raw Product to build a thorough understanding of the flow of product through the production facility
10. Adhere to all food safety and health and safety regulations and policies while following EarthFresh GMPs.
11. Other duties as required by the Production Manager, Finished Goods.