



## **JOB DESCRIPTION**

### **PRODUCTION PLANNING COORDINATOR**

#### **OBJECTIVE**

Reporting to the Operations Manager, the Production Planning Coordinator is responsible for developing and maintaining the daily production schedule to support safe, efficient, and reliable plant operations. This role translates demand, inventory positions, and operational constraints into executable production plans using a variety of planning tools and systems. The Production Planning Coordinator works closely with Procurement, Quality Control, Maintenance, and Logistics teams to ensure schedules are achievable, balanced, and aligned with labour availability, equipment capacity, raw material supply, and customer requirements.

#### **QUALIFICATIONS**

##### Education:

- University degree / college diploma or equivalent

##### Experience & Skills:

- 1-2 years of experience in a production environment
- Proficient in Microsoft Office (intermediate level in Microsoft Excel)
- Ability to communicate in a data-driven environment
- Strong problem-solving skills
- Strong organizational and prioritizing skills
- High attention to detail and able to multi-task
- Excellent verbal and written communication skills
- Ability to lift up to 50lbs and stand for long periods of time throughout the workday
- Flexibility and willingness to work overtime as required, including evenings/weekends

#### **PRINCIPAL RESPONSIBILITIES**

1. Create and maintain the daily production schedule using approved planning tools, systems, and reports
2. Work with Procurement team to determine your weekly demand requirements and record needs in the ERP
3. Translate demand requirements, inventory positions, and production targets into executable production plans
4. Balance labour, equipment capacity, raw product availability, and operational constraints when developing schedules

5. Communicate daily schedules, changes, and priorities clearly to Production, Sales, Logistics, QA, and Warehouse teams
6. Adjust production plans in real time to address downtime, quality issues, labour changes, or material constraints
7. Identify scheduling risks, capacity constraints, conflicts, and escalate issues with recommended mitigation actions
8. Coordinate with Maintenance and Quality to incorporate planned downtime, changeovers, and quality requirements into schedules
9. Validate schedule execution against plan and support post-run analysis of adherence and variances
10. Maintain accurate scheduling data and documentation to support reporting and continuous improvement initiatives
11. Investigate yield variances and inaccuracies in the ERP
12. Support continuous improvement efforts focused on schedule stability, throughput, service levels, and planning accuracy
13. All other duties as required by the Operations Manager.