



MATERIAL PLANNER – Production

Operations / Manufacturing / Supply Chain

Moncton, New Brunswick

Do you want to work for a fast paced, dynamic, and growing company that is an industry leader in our field? Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

The Opportunity

We are growing and looking for a motivated **Material Planner** to join the Operations team working in Moncton, New Brunswick.

Objective & Purpose

- The purpose of this position is to plan, create, schedule, release and receive production work orders/jobs in support of daily manufacturing operations.
- The purpose of this position is also to allocate production materials to sales orders and release sales orders to the warehouse for picking, packing and shipment to customers.
- The objective of this position is to plan, schedule, and support the timely release and completion of production work orders to meet customer sale order demands.

Principle Duties & Responsibilities

- Responsible for the daily review of customer sales orders received and the coordination of related production job requirements utilizing a computerized material requirements planning (MRP) utility.
- Responsible for the creation of production work orders/jobs in SYSPRO.
- Responsible for the loading, creation, and publishing of production schedules.
- Responsible for the review and timely closing of production work orders/jobs in SYSPRO.
- Responsible for the review, release, and dispatching of sales orders to the warehouse for picking, packaging, and shipment to customers.
- Responsible for the request and implementation of approved production work order deviations.
- Responsible for the completion of assigned month end processes.
- Assist Supply Chain Manager with the planning, setting and ongoing maintenance of minimum, maximum and safety stocking levels for Finished Good (FG) and Raw Good (RG) inventories.
- Assist Sales, Production, Purchasing & Materials Managers with the forecasting and planning of production and materials to support seasonal demand, new product introductions (NPI) and special sales promotions.
- Assist Supply Chain Manager with the definition and implementation of material planning procedures and policies.
- Assist with Operations, Production and Materials Management department process improvements and lean initiatives.

- Assist with the accuracy and ongoing maintenance of SYSPRO item master information for all active SKU's.
- Assist with the identification and disposition of slow moving and obsolete materials, including the coordination of vendor annual returns, returns for credits and the rework/transformation of existing stock.
- Assist with annual physical inventory and periodic inventory cycle counts as requested
- Assist with inventory management initiatives to ensure quality, on time delivery and cost objectives are achieved.
- Assist Sales, Purchasing, Quality and Accounting staff with the timely resolution of production job and sales order issues and discrepancies.
- Assist with definition, development and maintenance of Production Scheduling Systems and production work order/job tracking utilities, working with Operations, Manufacturing Engineering and Production resources.
- Track and document daily KPI's in preparation for Daily Management Meeting
- Additional duties as required

Education, Training & Experience

- College Diploma in a Business or Technical field and/or High School Diploma with a minimum of three years Inventory, Production or Material planning experience.
- Experience working with a computerized production and material planning (ERP/MRP) system.
- Experience working in a manufacturing operation.

Skills and Competency Requirements

- Organized and self-motivated.
- Strong planning and problem-solving skills.
- Strong computer proficiency in MS Office Suite; particularly MS Excel
- Strong numeracy skill and attention to detail.
- Strong communication skills (both written & verbal).
- Demonstrated competency with MRP/ERP systems; SYSPRO preferred.
- Demonstrated competency with Planning Systems, APS/SYSPRO preferred.
- General understanding of engineering design control, engineering change orders and revision control process/methods.
- Ability to interpret Bills of Material (BOM's), mechanical drawings, product specifications and material requirements.

Preference will be given to applicants that can prove a successful track record.

Only those who will be considered for the next step of the application process will be contacted.

Applications should be forwarded to Jodi Mattatall.

Please email resume and cover letter to mattatall.j@greystoneenergy.com