



## MATERIAL PLANNER – Inventory

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 coordinate and lead the planning and execution of Engineering Change Orders (ECO), New Product Introductions (NPI) and Legacy Product “*End of Life*” (EOL) inventory effectivity actions and to also coordinate the Finished Goods (FG) and Raw Goods Subassemblies (RG<sub>sub</sub>) inventory “*Build to Stock*” program.
- The objective of this position is to identify, coordinate and execute, in a timely manner, the inventory effectivity actions resulting from or related to NPI’s, ECO, and EOL product changes and to ensure consistent and available on hand inventory of top moving FG and RG Subassemblies, to fulfill customer orders and daily production needs.
- Further, this position will assist the Production & Material Planner and the BOM Analyst, as needed to support daily operations.

### Principle Duties & Responsibilities

- Responsible for the inventory planning and executing of Engineering Change Orders (ECO), New Product Introductions (NPI) and Legacy Product “*End of Life*” (EOL) inventory planning and effectivity actions.
- Responsible for the ongoing administration of the Finished Goods and Raw Goods Subassemblies *Build to Stock* program, including the recommendation, entry and modification of minimum and maximum inventory levels and material class designations in SYSPRO.
- Responsible to assist the Material Planner – Production as needed, with job creation, job receipts & sales order releases in SYSPRO.
- Responsible to assist the BOM Analyst as need, to support Costing, NPR, NPI & ECO implementation, including item master and bill of material creation in SYSPRO. Costing and reporting
- Assist the Supply Chain Manager & Buyers with the planning, setting and ongoing maintenance of minimum, maximum and safety stocking levels for Distributed Goods (DG) and Raw Good (RG) inventories.
- Assist the Supply Chain Manager with the definition and implementation of material planning procedures and policies.

- Assist Sales, Production, Purchasing & Supply Chain Managers with the forecasting and planning of inventory to support seasonal demand, new product introductions (NPI) and special sales promotions.
- Assist the Supply Chain manager with department process improvements and lean initiatives.
- Assist the Supply Chain Manager with the maintenance of SYSPRO item master information for all active SKU's.
- Assist Supply Chain Manager and Warehouse Supervisor 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.
- 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 Jessica Blakemore.**

**Please email resume and cover letter to [blakemore.j@greystoneenergy.com](mailto:blakemore.j@greystoneenergy.com)**