



***We're looking for a Production Planner
Position Location: Fort Erie, Ontario***

Reporting to the Manager, Production Control; the Production Planner is responsible for establishing production schedules based on customer demands, internal and external forecasts and service requirements. The Production Planner is also responsible for the accurate and timely issuing of work orders. The Production Planner will also maintain routings, Bills of Materials (BOMs) with the MRP / ERP system.

MAIN RESPONSIBILITIES

1. Develop and issue production schedules using inputs from dependent and independent demands. Ensuring that all needs are addressed and buy in from various departments on schedule.
2. Follow up of all work orders that have been issued, re-schedule and re-launch of work orders as required from schedule adjustments
3. Maintaining Bill of Materials (BOM) and routings as required for all operations (Mfg, AC, R&O, etc.). Design Change Management, including Revision Control, FAI Control and MID introduction.
4. Handles non-conformances in a timely manner related to manufactured components and aircraft completion. Issue rework orders as required.
5. Assists with Program Management and/or Marketing to calculate quotes/estimates for manufactured components and/or installations by analyzing both material and labour costs as well as lead-times associated with manufacturing parts, assemblies, kits and installations.

SECONDARY RESPONSIBILITIES

1. Carries out any associated activity related to meeting and maintaining schedules for the timely delivery of parts, component kits and installations.
2. Assists with signing off on engineering drawings.
3. Assists with obtaining technical and costing issues with engineering and purchasing.
4. Issues work orders to various production departments and assist in schedules and setting priorities.



MINIMUM JOB REQUIREMENTS:

- College Diploma in Business Administration or related field
- 3 to 5 years work experience in a manufacturing environment
- Experience in a Master Scheduler role.
- APICS/CAPICS and/or CPIM certification
- SAP experience
- Manufacturing experience in the aviation or automotive industry an asset
- Intermediate experience with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) is required
- Experience with MRP or ERP is required

SKILLS AND ABILITIES:

- Team player with proactive approach
- Organized with high aptitude to attention to detail
- Able to multitask
- Problem solver
- Flexible and adaptable to change
- Able to work under broad supervision
- Able to tolerate stress
- Able to read blue prints

PHYSICAL REQUIREMENTS:

This role requires sitting for most part of the day with occasional walking. Sporadic lifting/carrying (2 lbs to 25 lbs). Sporadic bending of knees and wrists. Constant use of hands/fingers for typing and data entry throughout the day.

To apply for this position, please send an up-to-date resume and cover letter to
AHCA-HR@airbus.com

We would like to thank all applicants, however, only those selected for an interview will be contacted.