



<https://intscanada.com/job/scheduling-and-materials-manager/>

INTS CONSULTING - Scheduling and Materials Manager

Description

We are a well-established windows and doors manufacturer located in North York, Toronto. We currently have an opening for a full-time **Scheduling and Materials Manager**. The ideal candidate will have extensive expertise in the window, door, curtain wall, or glass industry and be able to operate in a fast-paced setting. This position is ideal for a hands-on leader who is mechanically/technically inclined. This role offers excellent growth potential as well as the ability to broaden your experience.

Key Responsibilities:

- Develop and maintain a master production schedule for all products and/or production facilities
- Coordinate with Sales, Operations, and other management staff to ensure production capacity and capability align with expected sales volumes
- Create a rolling production forecast so functional areas of the company can plan for materials, labour, equipment, etc.
- Handle all Inventory Management, Shipping and Receiving functions, Scanning Items, Loading skids onto trucks, Off-loading products, etc.
- Inspect all finished goods for quality before packaging and shipment.
- Experience in inventory control and issuing product requisitions.
- Support maintenance of inventory by identifying, verifying, labeling, and placing material.
- Ensure material flow is consistent with production planning.
- Load and unload trucks, and operate forklifts and other material handling equipment.
- Upon unloading vendor shipments or customer returns, obtain the packing slip and verify the material received. Also, note any discrepancies or damaged material.
- Ensure warehouse and inventory are well-organized.
- Pick, wrap and stage orders to be shipped.
- Perform daily inventory monitoring on the floor and create material requisitions as required.

Qualifications:

- Background in manufacturing with experience in quality and safety initiatives, material handling & receiving, order fulfillment, manufacturing scheduling and planning.
- Capability to read Shipping Lists, Packing Slips, and other related paperwork.
- Ability to develop comprehensive product components knowledge.
- Possess a high level of attention to detail and accurately process orders.
- Good command of the **English language** – able to follow oral and written instructions.
- Excellent organizational and planning skills.
- Strong decision-making, communication, and interpersonal skills.

Hiring organization

INTS Consulting INTS CONSULTING

Date posted

2023-09-18

Job Types: Full-time, Permanent
Salary: TBD

Job Type: Full-time

Benefits:

- Dental care
- Extended health care
- Paid time off
- Vision care

Flexible Language Requirement:

- French not required

Schedule:

- Monday to Friday

Ability to commute/relocate:

- North York, ON M3J 3E5: reliably commute or plan to relocate before starting work (required)

Experience:

- Manufacturing: 5 years (preferred)
- Supply chain: 5 years (preferred)

Work Location: In person