



ALMAG Aluminum
SMARTER • BETTER • FASTER



RESPECT & FAIRNESS • HUMILITY • PASSION FOR PROGRESS • OWNERSHIP

MASTER SCHEDULER/PLANNER

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INDUSTRY	TYPE	COMPANY SIZE	FOUNDED
Manufacturing	Private	250 – 300 employees	1953

“Whatever it takes. Our people are driven to succeed” – *Bob Peacock, President, ALMAG Aluminum*

Recognized as one of Canada’s Best Managed Companies, ALMAG understands that true customer satisfaction comes from delivering an exceptional service and a superior product. Our goal is to provide Customers with peace of mind knowing that quality products, short lead times and customer satisfaction is our top priority through all four pillars of service — Design, Extrude, Fabricate and Finish. We believe in building strong relationships around reliability and ownership which go hand-in-hand with our core values; respect and fairness, humility, passion for progress and ownership. Recognizing that people create culture, our core values are fundamental drivers of our workplace environment.

JOB DESCRIPTION

The Master Scheduler/Planner, under the direction of the Plant Manager, is primarily responsible for developing and maintaining the primary production schedule of Almag Aluminum. Must communicate with Sales, Shipping, Supervisors as well as other plant employees. The incumbent manages the day-to-day production workflow. Functionally responsible for scheduling of all orders in plant to ensure its on-time completion. The Master Scheduler/Planner demonstrates effective attention to detail and a high degree of accuracy at all times, with strong conflict management and resolution skills.

Key Responsibilities

- Develop and maintain master production schedule
- Review backlog daily, weekly loading, current lead times and advise plant management and Sales of any change in their status
- Update the order status report daily ensuring all notes reflect the current status of the order
- Use EPICS as a planning tool to ensure on-time delivery and to avoid late deliveries
- Ensure new tooling is tested within 48 hours, and if corrections are required, that they be prioritized and promptly rerun
- Ensure replacement orders are processed immediately, and that they be prioritized and promptly rerun

- Determine a suitable cut length for the production saw to maximize yields on re-cut
- Communicate to plant management and Sales any obstacles that will prevent or possibly prevent the on-time shipment of an order
- Provide information on order status when required by Plant Manager and Sales
- Plan and build the schedule while considering current inventory, lead times and production capacity
- Work with inventory control to understand required levels and product demands to schedule stock orders as required
- Proactively review material supply and demand to determine push/pull actions appropriate to impact manufacturing & downstream processes
- Assess impact to raw materials availability and production schedule from customer sales opportunities that may be affecting demand for product over and above the plan
- Understand material shortages, stock outages, and safety stock levels while working with Inventory Control, Purchasing and Manufacturing to meet customer requirements. Propose changes when needed
- Work cooperatively to help implement stocking programs

DESIRED SKILLS AND EXPERIENCE

Experience

- Candidates should have a minimum of 5 years' experience in planning and scheduling
- Must have experience in a manufacturing environment
- Experience with EPICS is an asset

Education

- Undergraduate degree in supply chain required

Personality Traits

- Should have high energy level, a positive attitude and be able to work without direct supervision
- Should be a strong team player and work well with others
- Good time management and organizational skills are necessary
- Effective attention to detail and a high degree of accuracy
- Sound planning, prioritization, and execution skills
- Able to communicate both verbally and in writing
- Strong problem identification and problem resolution skills

MORE ABOUT ALMAG

Since 1953, ALMAG has built a reputation as an industry leader in extruding high-visual, tight tolerance, complex, thin-walled, lightweight and precision aluminum extrusions. Pushing the limits of industry standards, ALMAG is capable of providing Solutions to some of the most complex designs by combining its skills, knowledge and experience with engineering to deliver best in class, quality Solutions with the industry's shortest lead times.

Benefits ALMAG Aluminum offers their employees include:

- Health and dental
- Vision
- Life AD&D
- Long-term disability
- Critical illness insurance
- Employee Assistance Program

- Health spending account
- Profit sharing
- Gym memberships – wellness programs
- Education assistance program
- Monthly social committee activities