

Job Overview:

Cadman Power Equipment Limited, located in Courtland, ON is a designer, manufacturer and global distributor of irrigation and manure management systems & high-volume fluid transfer solutions within the oil and gas industry; and been rooted in our community for more than 70 years.

We are seeking a detail-oriented and self-directed **Production Scheduler, Inventory Control Clerk** to join our dynamic team. The ideal candidate will play a crucial role in coordinating production schedules, ensuring that materials and resources are available to meet demand while optimizing efficiency. Additionally, process purchasing transactions and maintain inventories of materials, equipment and stock. This position requires strong analytical skills and the ability to work collaboratively across departments to enhance overall productivity.

Duties:

- Develop and maintain production schedules based on demand forecasts and inventory levels.
- Collaborate with various departments, including procurement, materials management, and warehouse operations to ensure timely delivery of materials.
- Utilize warehouse management systems to track inventory levels and manage stock replenishment.
- Analyze production data to identify trends, bottlenecks, and areas for process improvement.
- Coordinate with suppliers to procure necessary materials and manage purchase orders effectively.
- Monitor production progress and adjust schedules as needed to meet changing demands.
- Maintain accurate records of production schedules, material usage, and inventory levels.

Skills:

- Strong understanding of process improvement methodologies to enhance operational efficiency.
- Proficiency in analytics for data-driven decision-making.
- Experience in demand planning to accurately forecast production needs.
- Familiarity with warehouse management systems for effective inventory control.
- Knowledge of materials management principles for optimal resource utilization.
- Ability to procure materials efficiently while managing supplier relationships.
- Understanding of e-commerce processes related to production scheduling is advantageous.

Join our team as a **Production Scheduler, Inventory Control Clerk** and contribute to our commitment to excellence. Your expertise will help drive our operational success while ensuring we meet our customers' needs effectively.

Cadman Power Equipment Limited strives to create a respectful, accessible, and inclusive work environment. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview, or selection processes; please contact the Human Resources Department via the email address listed on the job advertisement.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Job Type: Full-time

Pay: \$49,000.00-\$52,000.00 per year

Schedule:

- Day shift, Monday to Friday - 42.5 hrs weekly

Benefits:

- Casual dress
- Dental care, Health care & Vision care
- Paid time off
- RRSP/DPSP match

