

Production Administration Support opportunity

Required Skills & Qualifications:

- Detail-oriented and organized
- Strong verbal and written communication skills
- Extensive experience with Microsoft Word and Excel
- Business diploma or equivalent, an asset
- Drafting experience, an asset

The ideal candidate would have:

- Basic knowledge of MAX MRP system preferred
- One year experience in each of the following: office, inventory control, customer service is preferred

Key Responsibilities:

- Prepare sales quotes
- Create work orders and transactions and enter sales orders
- Process inventory transactions
- Setup new and maintain existing part numbers
- Create and revise CAD drawings
- Assist with general clerical duties including: filing, data entry, etc.
- Perform other tasks as assigned
- Responsibilities may include: developing customer relationships, purchasing and receiving materials, coordinating production schedules, and ensuring implementation of the inventory control policy
- Must work closely with all production personnel, purchasers, warehouse, and shop floor supervisor

Rem offers a competitive salary, a comprehensive benefits package, RRSP matching & bonus programs, educational & health allowances, and advancement opportunities within the company.

For more information, contact the HR Department.

Email your application today to:

HR Department
Rem Enterprises Inc.
careers@rem.sk.ca
Phone: (306) 773-0644 ext. 227