

Production Coordinator/ Scheduler opportunity

Required Skills & Qualifications:

- Minimum Grade 12
- Minimum 3 years work experience, with at least one year in a manufacturing environment, preferred
- Strong computer skills and ability to process accurate details
- Advanced working knowledge of Microsoft Software, especially Microsoft Excel & Word
- Knowledge of MAX or other MRP system is preferred
- Strong organizational, planning, and communication skills
- Ability to prioritize multiple tasks, meet deadlines and work under time constraints
- Positive and co-operative team player who is capable of working with minimal supervision

Key Responsibilities:

- Maintain and enter work orders in Max
- Coordinate raw goods, orders on the floor, and work order coordination
- Generate and manage costing reports and the production schedule
- Control material shortages, inventory levels of bulk parts, Actual vs. Standard times
- Process custom work orders, work orders to shop floor and shop order revisions
- Other duties as assigned

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