



## PRODUCTION PLANNER

**ATOM-JET INDUSTRIES** is a custom machining and advanced manufacturing company in Brandon, Manitoba. Atom-Jet has been in business since 1962.

The Atom-Jet Group has a reputation for producing quality products and recently received the Manitoba Chamber Outstanding Long-Term Achievement Award.

We are seeking a qualified professional to join our Machining Division.

### Benefits

Atom-Jet recognizes that the people within our team are our most valuable asset, because of this Atom-Jet provides its employees with:

1. A comprehensive benefit package, at no cost to our employees.
2. Pension matching
3. Competitive salaries and wages
4. Work life balance
5. Regular social events

### Job Summary

The Production Planner is responsible for supporting all aspects of the Machining division. This includes purchasing, planning, organization, team communication, and inventory control. The key elements of this role are to ensure efficient planning, material ordering, scheduling, production, and delivery of Machine Shop orders.

### Duties and responsibilities

#### Scheduling:

- Sales order, purchase order, work orders, & router management.
- Manage scheduling of labour, material and secondary services.
- Ensure all order deadlines are met.

#### Purchasing:

- Generate and manage purchase orders.
- Negotiate and manage vendors to maintain cost control
- Conduct request for quotes.
- Fostering relationships with vendors.
- Maintain inventory controls and ensure ideal stock position on raw materials, semi-finished goods, tooling, and shop supplies is maintained.

### Requirements

This is a key position within the Atom-Jet Group and to be considered for this position, applicants must possess the following characteristics:

**Experience** – Machining and metals knowledge and interest would be an asset.

**Education** – Business or Office Administration Diploma an asset but is not required.

**Skills** – Applicant must be able to multi-task, set priorities and meet deadlines. This individual must also have strong organization skills and the ability to work in collaborative team environment or independently. Negotiation skills would be considered an asset. Lastly, the Production Planner must also be familiar with Microsoft Office, ERP/MRP systems.

**Attributes** – The Production Planner must be self-motivated, solution oriented, customer focused, possess strong communication skills, and always work towards ongoing improvements.

Please submit resume to [HR@atomjet.com](mailto:HR@atomjet.com) attention: Production Planner application.