



PRODUCTION PLANNER / PURCHASER

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

Job Summary

The Production Planner / Purchaser is responsible for supporting all aspects of the Machining division. The key elements of this role are to ensure efficient planning, material ordering, scheduling, production, and delivery of Machine Shop orders.

Duties and Responsibilities

Planning:

- Assist Machine Shop Manager in scheduling of material, and secondary services.
- Ensure all order deadlines are met.
- Coordinate material receipts.

Purchasing:

- Generate and manage purchase orders.
- Negotiate with vendors to maintain cost control
- Conduct request for quotes.
- Foster and manage 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 – Familiarity with an industrial environment would be an asset but is not required.

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. Lastly, the Production Planner must also be familiar with Microsoft Office, ERP/MRP systems and computers.

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 attention: Production Planner application.