



Material Planner

Looking for a dynamic Material Planner to join our team in Dorchester, Ontario!

An innovative company with an entrepreneurial spirit, Armatec was established in 1997 and has established itself as a significant player in the defense survivability market. Our products are instrumental in saving soldiers' lives around the world and we continually strive for innovation and product excellence.

Armatec offers a competitive compensation package with a comprehensive group benefits program. Cafe and gym onsite for your convenience at low cost to employees.

General Description:

The Material Planner manages manufacturing production processes to ensure that the resources required to make products are in stock and available. They work within their organizations' cost, quantity and quality constraints to plan the flow of supplies. They will work with the purchasing department to procure materials and with manufacturing associates to maintain the production schedule.

Essential Duties:

The duties associated with this position include, but are not limited to:

- Report to Materials Manager status updates of current and future projects
- Responsible for the materials requirements planning for all manufacturing operations.
- Analyse, develop and maintain weekly schedules by department according to the Master Production Schedule.
- Ensure all required components are available when required to adhere to the Master Production Schedule
- Assist in the maintenance of Bills of Materials and Routings for all production requirements, new and existing products
- Work closely with the Engineering Department to ensure timely delivery for parts requested on the internal work order process.
- Follow up on ECO's and work stops to ensure proper revision levels in production
- Maintain an active role in continuous improvement in order to meet productivity targets and decrease costs.
- Establish priorities according to raw material availability and work center capacity
- Communicate changes to production floor, purchasing and coordinate production effectively dates.
- Work with QA on updating jobs on NCR issues for nonconforming parts
- Alert Sales and Manufacturing to schedule conflicts.

- Ensure all the elements of Material Requirements Planning and Inventory Control are defined, understood and complied with by manufacturing staff.
- Ensure all job orders get closed on a timely basis so the system is properly maintained
- Aid in continuous improvements
- Manage inventory levels in relation to customer requirements and inventory targets and goals
- Assist in the maintenance of inventory accuracy within production areas (point of use) and within a secure stock location (stores)
- Comply with company Health & Safety rules and regulations in accordance with the Act
- Perform other duties as required

Prerequisite Skills and Qualifications:

- The ideal candidate will have a Post-secondary education, Materials Management Diploma or 3+ years 'related experience.
- Self-motivated, energetic, dependable, honest, and thorough. A versatile, self-starter with a positive attitude, who is cautiously assertive.
- Ability to modulate with a dynamic workload: From heavy multi-tasking during peak workloads - to very focused, detail-oriented work during critical projects
- Strong project management, organizational, and communication skills are required.
- Team attitude; eager to cooperate with others with exceptional interpersonal communication skills.
- Ability to change direction and handle multiple responsibilities and tasks on a regular basis.
- Ability to positively motivate individuals and teams to meet or exceed project expectations.
- Exceptionally high level of commitment to the success of individuals and overall projects.
- Work ethics that complement Armatec's long standing culture of high integrity throughout all areas of internal and external business activity.
- Willing to put in extra effort and hours as needed.
- Competent with computer software such as, Microsoft office (Word, Excel, Access, PowerPoint, MS Project).
- Knowledge of M2M or other MRP/ERP systems.
- Experience working within an ISO quality plant a plus

Must be able to pass a Security Clearance

Armatec is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status or any other prohibited ground of discrimination.

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please advise us and we will do our best to support you. All information received in relation to accommodation will be kept confidential.

We appreciate your interest in Armatec, however only those chosen to move forward in the recruiting process will be contacted regarding this position.