



## POSITION OPPORTUNITY

If you are interested in applying for the following position or would like more information, please contact Human Resources.

**OR REFER A FRIEND, RELATIVE, NEIGHBOUR AND EARN \$1000 (IF HIRED)**

---

**POSITION: Scheduling Assistant**

**LOCATION: Ahrens Street**

**HOURS OF WORK: Mon-Fri 8am – 4:30pm**

**REPORTING TO: Anil Pathak**

### RESPONSIBILITIES:

- Perform a range of clerical functions to directly assist the Scheduler and Materials Coordinator.
- Check planning codes and open work orders if required for first half production
- Clearing orders and releasing orders to second half production
- Open and verify accuracy of work orders and related paperwork, on a timely basis to support the schedule
- The planning, execution and receipt of Work Orders (under direction) into inventory, on-time and to KRUG standards.
- Master Schedule Planning and Preparation for release of W/O's for division.
- Maintaining and prioritizing manufacturing schedules for (1<sup>st</sup> half), Machine Room and Assembly, (Clearing Report).
- Expediting parts required from internal and external suppliers to ensure timely delivery of parts.
- Expedite and report status of back ordered parts from Stratford and Manitou using back-order reports.
- Resolve backorders and shortages in a timely fashion.
- Communicate both orally and in writing between other supporting manufacturing plants for materials and priority setting.
- Verify open allocations (including shortages) and correcting errors properly.
- Cycle counts on selected inventory or work-orders with first half.
- Assist Scheduler with the release of seating products for cutting orders as needed
- Receive all purchase parts packing slips daily in a timely manner
- Enter Time cards for all hourly staff in timely manner to comply on time data entry per pay period.
- Complete all Bin Transfers on daily basis, check the transactions and check for any issues of incorrect location codes
- Generate daily production reports,
- Enter all scrap & rework forms to generate the periodical reports
- Create workpacks for all Workorders issued to production
- Create workpacks, id tags & labels for Tack Boards
- Back up for Ahrens Reception and assigned duties as needed

### QUALIFICATIONS:

Grade 12 diploma or equivalent.

Minimum 3 years' experience within a scheduling department using MRP system, or equivalent education

Data entry and computer skills required (PDMain, MS Word, excel, email).

Organization and communication skills.

APICS Continuing Education Courses an asset

**LEVEL: Clerical 4**

**DATE POSTED: Jun 2<sup>nd</sup> 2022**

**CLOSING DATE: Jun 8<sup>th</sup> 2022**

**K4517AA**