



## **Production Planner – e-commerce Packaging**

### **ROLE OVERVIEW:**

Working under minimum supervision, this position is responsible to meet Sales & Customer requirements through planning, scheduling, and the efficient utilization of equipment, material and manpower. Monitors material inventories, tracks production progress, and estimates completion dates.

REPORTS TO: Kevin Raaphorst, Operations, Production Planning and Supply Chain Manager

### **SPECIFIC RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:**

- Reviews special orders and schedules orders
- Assigns the type and quantity of materials required
- Issues and maintains requisitions and purchase orders
- Checks tooling and coordinates requirements
- Ensures that all orders have a percentage of spoilage indicated that will achieve the highest allowed number of overs to be shipped
- Prepares & maintains daily machine production schedules to distribute to plant and internal departments
- Monitors, prepares & maintains progress reports
- Maintains raw material supply for specific orders
- Oversees the overall movement of raw materials to and from 2 plants
- Coordinates & expedites flow of orders & materials
- Ensures that committed delivery dates are expedited daily and that the appropriate personnel are kept informed of updates
- Responds to changes on orders as soon as received to avoid delays or possible errors
- Maintains communications with suppliers & Sales
- Contacts clients and suppliers to resolve problems
- Assists and supports other production department roles
- Other duties as assigned

### **CANDIDATE PROFILE:**

We are seeking a proven leader with a track record of success. Preference will be given to those with strong experience coordinating production workflow for multiple

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products. Planning and prioritizing operations to ensure maximum performance and minimum delay. Plan production tasks and schedules according to customer orders.... Investigate production problems, analyze root causes and provide solutions.

## **REQUIREMENTS**

- Production Planning/Purchasing Diploma or equivalent ideal
- 5-10 years production planning experience in printing, packaging, or paper converting manufacturing environment
- Understanding of flexographic printing processes an asset
- Must have excellent organizational skills for fast paced, constantly changing environment
- Excellent interpersonal skills to develop working relationships with internal staff
- Good business communication skills; both oral & written
- Intermediate computer skills required in MSOffice, Syntax software or AS400 experience an asset
- Ability to work independently, multi-task, follow-up, and meet tight timelines
- Flexible with high stress threshold to accommodate multiple changes in client needs
- Customer service focused
- Proven creative problem solving abilities
- Detail oriented to ensure accuracy of work
- Self-motivated, enthusiastic, high energy, team player focused on the goals of the organization
- Professional appearance

## **ABOUT SUPREMEX**

Supremex Inc., Canada's largest envelope manufacturer and growing provider of packaging and specialty products. Our vision is to be recognized as a dynamic employee-oriented organization creating revolutionary ways of providing exceptional service to support low-cost quality products. We are an organization defined by the passion of our team and their belief in the company's growth and vast potential.

## **What we give back to you**

- We are an employee-centric organization that offers a truly differentiated talent experience aimed to empower employees.
- We promote a fun, positive, dynamic, and collaborative work environment where you are encouraged to share ideas.
- We foster a performance based culture with many career advancement opportunities.
- We offer a comprehensive compensation package including incentive, excellent group benefits, company pension plan and an employee profit sharing program.

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- We will provide you with a career and work environment that will encourage you to be your best.

We're always looking for people who are enthusiastic and have energy to drive and push themselves further to find new avenues and unique ways of reaching our shared goals. If this opportunity sounds like the perfect place to start a career with Supremex – **apply now** and send your resume to [Brian.Burek@supremex.com](mailto:Brian.Burek@supremex.com), [Lynne.Church@supremex.com](mailto:Lynne.Church@supremex.com), and [Paul.Iskander@supremex.com](mailto:Paul.Iskander@supremex.com)

To learn more about Supremex, visit us at: [www.supremex.com](http://www.supremex.com)

Supremex is proud to be an equal opportunity employer. We thank all who apply, however, only those selected for an interview will be contacted.

**COMPENSATION:**

- Vacation 2 weeks, or commensurate with experience
- Benefits Health, Dental, Life, Disability, Pension  
Employee Profit Sharing Program

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