

Position Objective:

Manage and perform the functions associated with purchasing parts for production. Support production with labour and production planning. Manage inventories. Support external customers by responding to customer requests on delivery details. Regular communication with supervisors, freight company and production scheduling.

Results Expected:

- Negotiate with suppliers on lead-times, pricing, terms and conditions
- Purchase parts to fulfill production orders. Help minimize purchasing costs.
- Schedule orders to the production lines.
- Manage inventories and inventory records to ensure lowest cost and “on-time” deliveries of customer-specified orders.
- Interface with production to ensure optimal use of inventories and labour resources.
- Perform inventory cycle counts.
- Assist with the coordination of deliveries to customers. Prepare and forward all necessary paperwork.
- Investigate customer delivery delays (“backorders”) as required or upon request. Maintain backorder reporting database.
- Coordinate return material pick-ups with customers.
- Work with supervisors to obtain feedback for labour planning/scheduling.
- Preparation of various reports regarding scheduling, deliveries, backorders, returns, crew plans and inventories.

Education/Special Skills:

- Grade 12 Diploma or GED
- Supply Chain Management Professional Designation Program completed or in progress
- Certified in Production and Inventory Management completed or in progress
- Advanced knowledge and skills in problem solving, communication, organization, telephone techniques and inventory management.
- Knowledge of Dashwood Product and/or windows and doors and asset.
- General understanding of order processing systems.
- Working knowledge of Microsoft Office Applications.

Dashwood offers very competitive wages and a group benefit package. If you are a personable, energetic individual with the qualifications above, looking for a rewarding career with a growing company, please submit your resume for consideration.

Dashwood Industries Inc. thanks all applicants for their interest in our Company; however, only those requested for an interview will be contacted.

No phone inquiries please.

Resumes can be submitted to:

Human Resources
Dashwood Industries Inc.
69323 Richmond Street
Centralia, ON N0M 1K0

Fax: 519-228-2076

email: hresources@dashwood.com