

Date: July 2018

Job Title:	<b>Scheduler</b>
Reports To:	Materials Manager

**Responsibilities:**

- Assist with the coordination of deliveries and return material with customers by interacting with; customers, ISR's, schedulers, production leadership, transportation group.
- Prepare and forward all necessary paperwork for deliveries.
- Investigate and communicate customer delivery delays ("backorders") as required and maintain backorder reporting database.
- Coordinate and troubleshoot variable/complex order supply chain processes. Demonstrate a strong understanding of complete Supply Chain.
- Work with supervisors to obtain labour planning / scheduling targets.
- Develop and coordinate detailed production schedules, to achieve the plant's business and continuous improvement goals.
- Use process scheduling tools to efficiently schedule production. Ensure assembly is running the right material at the right time.
- Communicate status of production and production issues; proactively adjust schedules/procurement of parts for changing demand patterns.
- Preparation of various reports regarding scheduling, deliveries, backorders, returns, crew plans and inventories.
- Procurement of material to match production demands
- Communicate to supervisors and material planners when critical materials arrive.
- Maintain and improve replenishment models using Excel or other tools.
- Provides assistance, training, or mentors less experienced employees.
- Perform back-up duties as needed/requested.
- Perform inventory cycle counts, root cause analysis, lookup component status in system
- Accurately record purchased material receipts in a timely manner. Reconcile the physical components against the supplier's documentation.

**Education/Special Skills:**

- Grade 12 Diploma or GED
- Skills in problem solving, communication, organization, telephone techniques and inventory management.
- Knowledge of Dashwood Product and/or windows and doors an asset.
- Good understanding of delivery system.
- General understanding of order processing systems.
- Working knowledge of Microsoft Office Applications.

Dashwood offers a very competitive compensation/benefits package.

We thank all applicants; however, only those requested for an interview will be contacted.

Please submit your resume to:

[Mlevitt@dashwood.com](mailto:Mlevitt@dashwood.com)

Fax: 519-228-2091 attention Mike Levitt

Accommodations for job applicants with disabilities are available upon request.