

Career Opportunity

Production Planner/Buyer

Brunette Machinery Co. Inc. has been a leading supplier of wood processing machinery for the Sawmill, Pulp and Paper, and Biomass/Pellet manufacturing industries for more than 80 years.

We are looking for a full-time **Production Planner/Buyer** with the following skills:

- Familiarity with Production Planning, Material Purchasing and Inventory Control tools and systems including ERP, MRP, demand ordering systems, warehouse management and inventory analysis
- Strong computer skills with experience using Microsoft Office Suite
- Experience working with engineering drawings
- Excellent communication skills, self-motivation and the ability to work as an effective team player
- Strong attention to detail and exemplary time management skills

Responsibilities include, but are not limited to:

- Create Bills of Materials (BOMs) and production orders in SAP
- Create Capital Equipment work order information workflow
- Create information packages for Production Department and vendors
- Provide progress reports and cost analyses
- Manage special projects as required
- Work closely with the Engineering Department to facilitate information flow and process improvement
- Communicate with all departments to ensure project information is shared as required

Requirements:

- You **must** have a high school diploma or GED
- You **must** have a minimum of one year's experience in production planning or materials purchasing/buying

Assets:

- A post-secondary diploma in manufacturing processes, purchasing or supply chain management
- Experience using SAP
- Manufacturing and/or forestry industry-related experience

Benefits include (after a probationary period):

- Medical benefits including vision and dental
- RRSP Matching program

This position is full-time located in our Surrey, BC office. Salary Range: \$55,000.00 —\$65,000.00

Apply by emailing your resume to careers@brunettemc.com

The subject line of your email **must** include: "**Production Planner/Buyer – YOUR NAME**"

While we thank all applicants for their interests, only shortlisted candidates will be contacted

For more information about our company, please visit our website: BrunetteMC.com