



Job Summary: Reporting to the Manager of Operations, the **Junior Production Scheduler** is responsible for the smooth operations of the production cycle on a daily basis. The Junior Production Scheduler will translate Client expectations into production requirements to ensure optimal customer service and product quality. Liaison between departments, vendors, sales and production to ensure optimal communication and output.

Salary: \$40,000.00 - \$50,000.00

Key Responsibilities:

- Prepares production schedules for departments and the organization through utilizing ERP software and dashboards.
- Draws up a master schedule to establish sequence and lead time of each operation to meet completion dates according to sales forecasts or customer orders.
- Examines and analyzes production specifications and capacity data, and performs mathematical calculations to determine production processes, tools, and human resource requirements.
- Analyze data using softwares (e.g Microsoft Excel) through various means, not limited to: Pivot tables, charts, graphs, etc.
- Investigate production problems, analyze root causes, and provide solutions.
- Expedites operations that delay schedules, and alters schedules to meet unforeseen conditions.
- Occasional work and take calls after hours and/or on weekends.
- Seek cost/waste reductions, identify and improve inefficient processes, and suggest continuous improvement projects for the department

Key Experience & Qualifications:

- Post secondary diploma/degree in Printing, Production Planning, Business Management, Project Management, and/or other relevant experience is a requirement.

- Knowledge and understanding of digital print, Offset, Print & Mail and related processes.
- Working knowledge of all facets of print production: press, bindery, and graphics is an asset.
- Proficient in PC based software. Intermediate to expert knowledge in Microsoft Office Suite and Excel - including but not limited to: pivot tables, charts, graphs, etc.
- Excellent verbal and written communication skills.
- Good mathematical skills.
- Strong interpersonal skills e.g. working well with others, communication, positive attitude.
- Excellent organization skills

Interested candidates can apply through the job posting on our careers page, found here: www.sinalite.com/careers