



FM 64466

NOW HIRING MASTER SCHEDULER

Polycorp Ltd. is the industry leader in the design and manufacture of engineered polymer products for a global customer base in the Mining, Rail and Protective Linings industries.

Based in Elora, Ontario, Polycorp offers employees competitive compensation, excellent benefits and a collaborative team environment. The Company is less than a 30 minute drive from Guelph or Kitchener-Waterloo.

The Company offers:

- Competitive **compensation** and one of the **best benefit and pension programs** in the area
- Staff appreciation events, a generous Education assistance and awards program

We are looking for a **Master Scheduler** to join our Team. The successful candidates will be **responsible for inventory control**. This includes coordinating, planning, scheduling, and supervising products throughout their production process or cycle. Duties include:

- Create and/or organize a master production schedule on a daily basis
- Work hand-in-hand with other employees to make sure that all issues related to scheduling are properly handled and everyone in the production process has a clear understanding of what is required
- Rectify and/or reconcile inventory differences and inaccuracies that have to do with shipment and deliveries to customers
- Maintain different reporting systems to make sure that all forms of documentation are accurate and also timely.

Requirements – Skills, Abilities, and Knowledge – for Master Scheduler Role

- Must have excellent interpersonal skills and be able to relate respectfully, cordially, and freely with customers, employees, and vendors
- Must have good leadership abilities and be able to motivate other employees when needed
- Must exhibit a high level of flexibility and an ability to multi-task at all times
- Must be able to work with little or no supervision and possess good reasoning and problem-solving abilities
- Must have the ability to work as a 'link person' or middle person amongst departments in order fulfillment process
- Must possess moderate knowledge of supply chain activities
- Must have good time management ability so as to be able to meet up with orders and schedules
- Must be able to make use of different data base programs especially Microsoft Excel, Syspro
- Must have a degree in business administration or supply-chain management
- A minimum of 3 years working experience in a similar position

Please send cover letter and resume to careers@poly-corp.com with Master Scheduler in the subject headline.

Polycorp places top priority on *health and safety and AODA compliance*. *Accommodations provided upon request*.

POLYCORP LTD.

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