POSITION TITLE: Production Coordinator

Employment Type (FT, PT, Contract): Full Time
Rate of Pay:
Job Location: Brantford, Ontario
Hours of Work:
Start Date:
Application Deadline:

COMPANY NAME: ASCO Power Technologies, a business unit of Schneider Electric Canada
Street Address: 17 Airport Road, Brantford ON
Phone: 519-720-5335
Fax:
Email: angela.salemi@ascopower.com
Website:

General Description of Duties:
• Identify and evaluate trends and options, be involved in the improvement of the process and methods of procurement by solving and setting up corrective actions
• Assist the Order Management Supervisor with expediting components, and managing purchase orders
• Resolve invoice issues and coordinate with A/P
• Use purchasing tools to analyze, evaluate supplier performance KPIs and work with suppliers for improvements as necessary
• Drive supplier consolidation in conjunction with other buyers
• Participate in supplier selection and qualification; negotiate and manage contracts with local/specific suppliers
• Assist with shipping and arranging of bulk shipments
• Close out returned goods as required
• Manage the purchase and coordinating of calibration of shop floor tools
• Proactively monitor and resolve potential material misses, track, expedite and micromanage critical orders
• Responsible for maintaining information about suppliers to ensure integrity of system data such as price, lead-time, delivery dates and addresses and provides necessary information to other buyers as needed
• Work closely with Order Management Supervisor and assist with ad-hoc duties as required
Skills and Experience Required:

- 3-5 years of experience in production control and purchasing
- Diploma/Degree in Business Operations or equivalent
- Ability to work independently, flexible, good time management, organizational, good team work and interpersonal skills
- Proficiency with MS Office applications

How to Apply:
https://schneiderele.taleo.net/careersection/2/jobdetail.ftl?job=0057FX&tz=GMT-04%3A00

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