



## Production Coordinator - NOC: 13201

### Description

We are seeking a highly organized and detail-oriented Production Coordinator to join our team. The Production Coordinator will play a key role in ensuring the efficient operation of our manufacturing processes, from order processing to product delivery.

### Duties

#### Responsibilities:

- Oversee operational logistics of supply-chain work units or departments and plan accordingly.
- Schedule production runs in a cost and time-efficient manner by consulting with the operation manager.
- Regularly communicate with other operations manager, warehouse and production to coordinate activities between different departments.
- Maintains inventory of materials and parts needed to complete production.
- Prepare and maintain various reports on the progress of work, materials used, rates of production, and other production information, utilizing manual or computerized systems.

### Qualification

#### Requirements:

### Closing Date

September 1, 2024

### Categories

Business, Finance and Administration

### Employer

Discovery Canada Merchandisers Ltd.

### Location

St. James-Assiniboia

### Address

311 Saulteaux Crescent  
Winnipeg, R3J 3C7

### Job Type

Permanent

### Education Level

College

### Email

James\_challis01@protonmail.com

- Bachelor's degree in operations management or equivalent experience on production coordination.
- Strong organizational and multitasking skills with the ability to prioritize tasks effectively.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with cross-functional teams.
- Proficiency in MS Office suite.
- Experience with ERP systems is not a requirement but is considered as an asset.
- Knowledge of lean manufacturing principles and continuous improvement methodologies is a plus.
- Ability to thrive in a fast-paced environment and adapt to changing priorities.