

## **Production Planner/Inventory Analyst**

*Holland Landing, Ontario*

### **About Us**

Inscape has supported the evolution of the workspace since 1888. A versatile portfolio of systems, storage, walls and seating products addresses the diverse needs of today's office with solutions that stand the test of time – built to last and inherently flexible. Dedicated to delivering innovative solutions with care and expertise, Inscape is here to help you make life at work better.

### **About the Role**

The Production Scheduler/Materials Planner will create rough cut production plans and balance customer needs, production capacity and company growth initiative.

### **Primary Tasks & Responsibilities**

- Maintain daily updates for rough cut capacity for Inscape Systems and Filing
- Work closely with Client Services, Logistics and Production during the entire life cycle of an order
- Support engineering product set ups, PM7073 sign off
- Responsible for fabric optimization
- Help and support all members of the purchasing and planning team
- Expedite orders and changes as required
  
- Day to day inventory management including investigating and correcting inventory discrepancies, locating missing product, performing inventory adjustments and stock transfers, maintaining cycle counting program and assisting in the coordination of year-end inventory counts.
- Manage inventory related issues for Engineering Releases including the disposal of obsolete items and performing associated inventory adjustments.
- Manage return goods authorization process with Customer Service and Quality
- Assist in the review and closure of delinquent/past due work orders impacting inventory levels.
- Optimize process by identifying and communicating delinquent work orders affecting inventory. Recommend process improvements and cost savings opportunities in areas of responsibility to support Department cost savings objectives.
- Other duties as specified by supervisor or manager.

### **Knowledge, Skills, Abilities & Education**

- Strong interpersonal, analytical and problem solving skills
- Completion of Post-Secondary education
- APICS/CPIM – enrollment/completion beneficial.
- Advanced excel skills.
- Solid understanding of BOM structuring in a manufacturing environment.

- Excellent interpersonal, written and verbal communication skills.
- Ability to work well under pressure and remain focused on tasks.

If you have the qualifications for the above position and are interested in joining a team oriented progressive company with excellent benefits, please submit your resume for consideration to [careers@inscapesolutions.com](mailto:careers@inscapesolutions.com).

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

**Inscape values employment equity and is an equal opportunity employer.  
Inscape will provide reasonable accommodation to applicants with disabilities.**