

HEATH & SHERWOOD (1964) LIMITED

Box 340, Kirkland Lake, Ontario, Canada P2N 3J2

Telephone 705-567-5313 Fax 705-568-8545

www.heathandsherwood.com



Heath & Sherwood (1964) Ltd., an international engineering / manufacturing firm serving the mineral processing and smelter equipment market, seeks an applicant to fill the position of **Job Cost Coordinator**. This position reports directly to the Manager of Corporate Services, and has the following responsibilities:

- Open Shop Orders, monitor throughout production, and close once finished.
- Process Time Cards and Production Bonus for Shop Staff
- Work with Order Coordinator, Inventory Supervisor, Purchasing Agent, and Production Planner to ensure goods are ready when they are needed.
- Work with Shop Staff to minimize production costs and meet delivery deadlines for customers
- Process Shop Orders into ACCPAC system (Sage 300)
- Use system to produce analytic report; interpret analytic reports for Sales & Management.

This position requires:

- Excellent communication, inter-personal, and coordination skills
- Degree or diploma in business, or equivalent experience
- Ability to multi-task
- Ability to work independently and as part of a team
- A solid understand of Cost Accounting is an asset
- Experience with ACCPAC/Sage 300 is an asset
- Technical knowledge would be considered an asset

Competitive wage and benefit package along with profit sharing enhancements.

Please forward your cover letter and resume, including references, to:

Heath & Sherwood

Box 340, Kirkland Lake, ON. P2N 3J2,

to the attention of the Manager of Corporate Services.

Or Email: kim@heathandsherwood.com Fax: 705 568 8545

See us @ <http://heathandsherwood64.com/contact/careers>