

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 **Production Planner**. This position reports directly to the Manager of Corporate Services, and has the following responsibilities:

- Workload schedules for the fabrication and machine shop
- Work distribution to shop supervision for distribution to personnel
- At job completion, signs off job & forwards paperwork to Administration for closure
- Template control, creation, numbering, upgrading and control of system for Plasma Table
- Material flow and transportation of work in progress between operations and to final inspection
- Raw materials: purchasing, expediting, receipt and storage, inventory and preparation & transport to the shop floor
- Jigs and Fixtures: custody, issue and upkeep
- Coordinates exterior vendor requirements and inspection of work quality upon return of goods
- Ensure drawings are updated to CWB compliance, where applicable
- Working knowledge of ISPM 15 and CWPCP
- Report to supervision any visual inspection comments on work quality
- Generate crate requirements, as needed, for projects.
- Liaison between departments, shop order coordinator, inventory, purchasing, project supervisor(s), and clients
- Technical backup to all departments and shop supervision as required
- Estimating as required.
- Supporting Shop Supervision roles, as required.
- Other duties as required

This position requires:

- Strong AutoCAD and Microsoft Office suite capabilities
- Strong written and verbal communication skills
- Ability to interact with various departments at all levels
- Self-directed and self-motivated
- Disciplined in decision making processes
- Ability to read engineering drawings
- Understanding of manufacturing processing is required
- Technical or trades background or education is a requirement

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We offer competitive wages and benefit package.

Please forward your resume including references to
Heath & Sherwood (1964) Limited
Box 340, Kirkland Lake, ON. P2N 3J2,
to the attention of Carlo Dal Pai

Or Email: info@heathandsherwood.com / Fax 705 568 8545

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