



# Inventory Coordinator/ Production Planner

## Company Overview

TS Manufacturing is a family-owned Canadian company and global leader in automated machinery for the Sawmill & Bulk Material Handling industries. Based in Kawartha Lakes, we've been in business for 50+ years, recently expanding into a 70,000 sq. ft. state-of-the-art facility. Join our seasoned, multi-generational team and work on projects that reach customers across multiple continents.

## Job Description

We are looking for an Inventory Coordinator/ Production Planner to help manage the flow of resources and materials used to build our custom sawmill equipment. This role supports both production and purchasing by ensuring accurate inventory levels and smooth production planning throughout the facility.

## Key Duties Include

- Maintain accurate inventory records for raw materials, components, and finished goods
- Organize and track stock locations to ensure efficient retrieval and replenishment
- Perform regular cycle counts and support full physical inventory audits
- Work with suppliers and purchasing to resolve discrepancies or shortages
- Develop, review, and maintain production schedules aligned with customer orders and factory capacity
- Analyze material availability, load vs. capacity, and delivery timelines to ensure realistic and efficient plans
- Support the Master Production Schedule (MPS) by integrating customer demand, inventory levels, and work orders
- Work closely with production, procurement, engineering, sales, and quality teams to align schedules and resolve conflicts
- Participate in daily production meetings to provide updates, flag issues, and adjust plans as needed
- Coordinate with Sales to reserve production slots for urgent or high-priority projects
- Monitor output reports to ensure schedule integrity and identify risks to delivery timelines
- Implement corrective actions to mitigate delays and maintain customer satisfaction
- Manage constraints such as machine capacity, labor availability, and maintenance windows
- Maintain scheduling system parameters including setup times, queue times, and production sequences
- Collaborate with Purchasing and Materials teams to address late demand and supply chain challenges
- Train backup schedulers/planners as requested, and all other duties assigned

## Desired Skills & Experience

- Minimum 3+ years of experience in production planning or project management, preferably in industrial or utility sectors
- Degree in Supply Chain, Operations Management, or a related field
- Ability to schedule and adjust plans as needed for unexpected changes
- Ability to meet deadlines and manage priorities

- Strong working knowledge of fabrication, machining and mechanical assembly processes
- Understanding of Lean Manufacturing principles is an asset
- Proficiency in ERP systems and constraint-based planning tools (MRP/MPS)
- Strong analytical skills with a focus on optimization and efficiency
- Excellent communication and stakeholder engagement abilities
- Advanced Microsoft Excel skills and solid knowledge of Microsoft Office Suite
- Proven analytical mindset coupled with a strong business focus directed toward a commitment to optimization and efficiency.

### **What we Offer**

- At TS Manufacturing, you're not just a number — you're part of the team. We offer:
- Competitive pay + overtime
- Company pension & comprehensive benefits (health, dental, disability, life)
- A supportive, team-oriented environment in a scenic location
- Global project experience
- Work/life balance in the beautiful Kawartha Lakes region
- A chance to build a long-term career in a growing, stable company

Interested applicants can submit their resume and cover letter, in absolute confidence, to [Careers@tsman.com](mailto:Careers@tsman.com)

Applicants are encouraged to view our website at [www.tsman.com](http://www.tsman.com) as well as our YouTube channel <http://www.youtube.com/user/tsmanufacturing>.

TS Manufacturing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.