



## Job Description

# Planning Technician

### Summary of Responsibilities

The planning technician ensures a follow-up of customer requests from the receipt of the order until it's delivery.

### Main functions

The planning technician performs the following duties:

- Track the production schedule
- Perform order entry to the system
- Prepare work orders
- Evaluate production steps and set deadlines
- Manage unforeseen events, and participate in the review of the production plan accordingly
- Prepare production schedules, considering delivery times as well as capacity, availability, resources, and time constraints
- Work closely with customer service, production, and procurement departments

### Conditions of access to the profession

- 1 to 3 years of planning experience in the manufacturing field
- Relevant training and/or experience in operations management
- Good knowledge of ERP systems and Microsoft Excel
- Problem-solving ability
- Ability to work under pressure
- Good interpersonal skills
- Good communicator, both written and oral
- Bilingualism