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# Planning Manager

**Organisation d'embauche**
Entourage HR

**Type d'emploi**
Temps plein

**Durée d'emploi**
Permanent

**Secteur d'emploi**
manufacturing

**Lieu de travail**
South Shore, Quebec, Canada

**Heures de travail**
40 hours/week

**Salaire de base**
120,000 $ - **Salaire de base**
150,000 $

**Date postée**
25 septembre 2026

**Valable jusqu'au**
30.10.2026

## Description

We are currently recruiting for a Planning & Scheduling Manager for our client, a growing manufacturing organization. Reporting to the Director of Operations, the Planning & Scheduling Manager will be responsible for the master production schedule across multiple product lines and for ensuring that production priorities, materials, labour and capacity are aligned to meet customer commitments.

This is a key leadership position within the operations team. The successful candidate will oversee planning, master scheduling and work order control, ensuring that production schedules are realistic, achievable and properly communicated to the manufacturing teams.

## Responsabilités

### Production Planning & Scheduling

- Own and maintain the master production schedule across multiple product lines, balancing customer demand, material availability, labour and production capacity.
- Establish production priorities and sequencing across fabrication, painting, sub-assembly and final assembly.
- Release work orders to production based on material and technical readiness.
- Monitor production progress and ensure schedules remain achievable.
- Identify potential delays or capacity constraints and provide early visibility to the Director of Operations.
- Lead regular order board and planning meetings and validate delivery dates based on available capacity and materials.
- Act as the escalation point for critical or at-risk orders.
- Coordinate priorities when multiple product lines compete for shared resources.
- Manage external painting activities, including scheduling, follow-up, turnaround and quality upon receipt.
- Identify and address production disruptions, equipment constraints and labour shortages that could affect customer commitments

### Planning Data & ERP

- Ensure work order information is accurate and up to date.
- Own planning-related data within the ERP, including planning parameters, lead times, routings and bills of material.
- Ensure work is released only when the required materials and technical information are available.
- Work closely with Industrial Engineering and Engineering to correct issues with routings, bills of material and production data.

- Maintain reliable production and planning reports and continuously improve the information used for decision-making.

**Inventory, Capacity & Productivity**

- Establish appropriate planning parameters for manufactured items, including lot sizes, run quantities, work-in-progress levels and kanban levels.
- Work closely with Purchasing regarding demand signals and requirements for purchased components.
- Review inventory levels, kanban items and excess or obsolete inventory and identify opportunities for improvement.
- Analyze capacity constraints and recommend solutions to improve production flow and throughput.
- Provide demand, capacity and utilization information to support capital investment and operational improvement decisions.

**Leadership & Cross-Functional Collaboration**

- Lead, coach and develop a team of planners, schedulers, work order controllers and related planning personnel.
- Establish a strong planning culture based on one consistent and achievable production plan.
- Lead regular planning reviews and cross-functional meetings involving Planning, Production, Purchasing and Inventory.
- Support the Sales & Operations Planning process by translating demand into a feasible supply plan and identifying gaps.
- Coordinate the planning aspects of new product introductions with Engineering, Industrial Engineering and Production.
- Promote a culture of accountability, accuracy, continuous improvement and safe work practices.

**Continuous Improvement**

- Identify opportunities to improve planning processes, systems, reporting and production flow.
- Eliminate unnecessary reports and processes that do not contribute to decision-making.
- Develop and implement improvements to scheduling, capacity planning, inventory management and work order control.
- Use data and performance indicators to identify bottlenecks and improve overall operational efficiency.

## Qualifications

- Bachelor’s degree in industrial engineering, Operations Management, Mechanical Engineering, Supply Chain Management or a related field, or equivalent experience.
- **7+ years of experience** in production planning, master scheduling or

supply chain.

- At least **3 years of experience leading a planning or scheduling team**.
- Proven experience managing a master production schedule across multiple product lines or brands sharing common resources.
- Experience in a **discrete manufacturing environment**, ideally involving fabrication, painting, sub-assembly and final assembly.
- Strong understanding of MRP and ERP systems, including bills of material, routings, lead times and planning parameters.
- Experience working closely with Purchasing, Production, Engineering and Inventory teams.
- Strong understanding of the relationship between production planning parameters and purchasing parameters.
- Demonstrated ability to analyze capacity, identify constraints and develop practical solutions.
- Strong leadership, communication, organization and problem-solving skills.
- Ability to work in a fast-paced manufacturing environment and manage competing priorities.
- Professional proficiency in **French and English**, both written and spoken.
- **APICS/ASCM, CPIM or CSCP certification is an asset.**
- Experience in architectural lighting or a similar manufacturing environment is considered an asset.

### Avantages sociaux

- Full benefits medical +Dental benefits
- Personal /sick days
- RRSP matching up to 6k/year
- Onsite Cafeteria + Gym