

**PRODUCTION ANALYST**

Location: Canada

AT DIAMOND AIRCRAFT, WE COMBINE ATTENTION TO DETAIL WITH CUTTING-EDGE TECHNOLOGY AND PIONEERING INNOVATION. OUR DEDICATION TO THE QUALITY OF OUR ENGINEERING AND WORKMANSHIP MAKES OUR AIRCRAFT THE SAFEST IN THEIR CLASS.

This role is responsible for the planning and forecasting of activities related to production.

Responsibilities:

- › Plan, schedule, and create work orders for production according to previously established manufacturing sequences, cycle times, and lead-time
- › Work closely with production, engineering, and supply chain teams to make sure that production is on plan and meets customer demand
- › Communicates any issues or discrepancies in a timely manner
- › Process work orders and ensure that all necessary administrative paperwork is up to date and accurate
- › Provides inputs/reports to management regarding problems such as scheduling problems, material shortages, design changes, and backlogs
- › Participate in regular production scheduling meetings for capacity and material planning
- › Perform all duties in accordance with company policies, the Occupational Health and Safety Act, and applicable regulations
- › Participates in annual budgeting & scheduling processes
- › Other related duties as assigned

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Skills & Experience:

- › Minimum of three (3) years' experience in an analysis role
- › Familiarity with a low volume/high complexity manufacturing process an asset
- › Understanding and experience with BOMs, material planning, and planning systems
- › Expert in Microsoft Office Excel data manipulation (VBA & SQL experience preferred)
- › Experience with ERP/MRP systems
- › Strong verbal and written communication skills
- › Ability to problem-solve, identify problems, find solutions and opportunities for improvement
- › Highly organized and methodical to establish priorities, detailed processes, meet deadlines etc. with strong attention to detail and a high degree of accuracy in all work
- › Ability to work as a team player throughout the organization

Educational or Academic Requirements:

- › Post-secondary education, preferably with business or analytical/quantitative focus

Why Work For Us:

- › Comprehensive Benefit Plan
- › Shift Premiums
- › Employee and Family Assistance Program (EFAP)
- › Tuition Reimbursements
- › Employee Referral Program
- › Registered Retirement Savings Plan (RRSP) Program
- › Company Sponsored Social Events

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