

CAREER OPPORTUNITY

Production Coordinator, Manufacturing (Sawmill)

Western Forest Products is seeking a **Production Coordinator** to join our sawmill manufacturing leadership team. Western operates sawmills on Vancouver Island, British Columbia.

Reporting to the Division's Manager, you are a highly-motivated individual who will be responsible for coordinating and evaluating the sawmill schedule and cut programs. This involves working closely with marketing, log supply, manufacturing, secondary processing and accounting to ensure that programs meet the requirements of our sales program and are optimizing returns to the mill. Amongst your peers, you are considered to be a team-player who can work well in a dynamic and entrepreneurial environment. You are experienced in wood products manufacturing and have a demonstrated ability to multi-task, react to changing conditions and excel under the pressure of deadlines.

RESPONSIBILITIES

- Assess and forecast sawmill cuts and returns
- Compile an annual production schedule and maintain any updates as required
- Produce detailed cut plans and review with operations
- Allocate production to sales
- Work with the processing coordinator to establish secondary manufacturing programs
- Evaluate marketing inquiries and sales options
- Manage the Division order file to ensure on spec, on time deliveries
- Maintain visibility of selling opportunities / issues

Requirements:

Education and Experience

- Post secondary degree in Business, Accounting, Wood Processing or Forestry related field
- Lumber grading and/or tally ticket certification
- Experience working as a production coordinator in a sawmill manufacturing environment
- Experience in quality control, sawmill or planer supervision is preferred

Skills, Knowledge and Required Competencies

- Intermediate experience with MS Office

For further information on this job, please visit our website by clicking: [LINK](#)
Or contact *Laura Dressler, Recruitment at: LDressler@westernforest.com*

This posting will remain open until filled.