



Production Planner

Lee Specialties designs and manufactures pressure control equipment and related equipment for the wireline and coiled tubing service industry as well as wireline trucks and skids.

Established in 1999, Lee Specialties now employs more than 80 people at our Blackfalds, Alberta manufacturing facility and we proudly serve both the domestic and international markets. We employ a range of vocations from skilled tradespeople to professionals and are looking for out of the box thinkers to join our growing staff.

The best and most talented people form the Lee Specialties team.

Together, we make the innovations come alive.

We are currently seeking a **Production Planner** to join our team.

Our Production Planner Role requires Excellent Organizational Skills, Good Written and Oral Communication Skills, Mathematics Skills, Understanding of Business Operations, Attention to Detail, Speed, Accuracy, Computer Literacy, Superior Problem-Solving Skills, Knowledge of Supply Chain and Distribution Management, Working Knowledge in ERP systems and Experience in Manufacturing in an ISO 9001, API Q1 / 6A environment.

RESPONSIBILITIES:

- Create Jobs for Departments with Operations, Time Estimates and Material
- Submit Requests to Engineering for Updates as Required
- Review Planned Material Requirements/Shortages and Create Jobs as Required
- Monitor Job Status and Report Progress to Planning Supervisor
- Review Jobs for Accuracy and Correct Costing
- Issuing Raw Materials from Inventory
- Building Job Packages and Distribute to Departments Supervisor

QUALIFICATIONS and EXPERIENCE:

- Previous Experience in an API Q1 or 6A and ISO 9001 Structured Manufacturing Environment
- Competent in Use of Computers, Printers and Scanners
- Previous Experience with Manufacturing ERP Systems
- Knowledge of Coiled Tubing, Wireline or Pressure Control Equipment an Asset
- Ability to Read and Interpret Engineered Drawings
- Previous Planning Role an Asset
- Knowledge of Machine Shops, Machining Processes and Raw Materials an Asset



To APPLY:

Please provide cover letter, resume, salary expectations, and references with attention to Human Resources. Email: hr@leespecialties.com Fax: 403-343-8805 We are an equal opportunity employer. We would like to thank everyone for their interest, however, only those candidates selected for an interview will be contacted.