



Production Planner/Scheduler

Bio-economy Skills At-a-Glance



Building skills for Canada's bio-economy

About BioTalent Canada™

Helping Canada's Bio-economy thrive globally

Canada is a world leader in biotechnology—the application of living organisms to industrial, agricultural, medical and other processes and products. To maintain and build on this leadership, the sector needs highly skilled, job-ready people.

By acting as a national hub and central resource for employers, job seekers, students, educators and government agencies, BioTalent Canada helps make this happen.



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www.biotalent.ca • Telephone: 613-235-1402

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About the Bio-economy

The bio-economy involves the research, development, manufacturing and commercialization of technologies and products for such areas as:

- Agriculture
- Aquaculture
- Bioenergy
- Bioinformatics
- Bioproducts
- Biosciences
- Environment
- Food Processing
- Forestry
- Genomics
- Human and Animal Health
- Industrial
- Life Sciences
- Medical Devices
- Natural Resources
- Nanotechnology
- Nutraceuticals
- Pharmaceuticals

Components of the Bio-economy Skills At-a-Glance

The *Bio-economy Skills At-a-Glance* are built around *Key Competencies*. They are *not* complete *Bio-economy Skills Profiles*. They capture the key hard and soft skills required to successfully function in this position. Those key competencies require specific tasks be accomplished in order to attain the desired outcome. More often than not, those key activities are functional in nature and require the application of specific knowledge acquired by education, training or practical experience. In bio-economy companies, those functional competencies may be very broad and diversified, encompassing both scientific and business expertise. Some may refer to functional competencies as hard skills of the position.

The *Bio-economy Skills At-a-Glance* have been developed through secondary research and have NOT been validated by industry. As a result, industry feedback will be greatly appreciated. Please send any feedback to portfolios@biotalent.ca.

The *Bio-economy Skills-At-a-Glance* are useful for such activities as recruiting, professional development, coaching, self-assessment, and many other purposes.

Occupational Description

Production Planners/Schedulers coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. They review and distribute production, work, and shipment schedules; confer with department supervisors to determine progress of work and completion dates; and compile reports on progress of work, inventory levels, costs, and production problems.

Potential Professional Background and Education/Bio-economy or Relevant Experience

Education/Certification

- A College or University degree in business or science

Professional Experience

- 2 - 3 years experience. Some employers may require more
- Experience in a manufacturing environment
- Experience in the use of modern planning and scheduling principles, methodologies, techniques and tools
- Project management experience

Competencies and Tasks

A Production Planner/Scheduler must be able to:

A. Gather information

TASKS
1. Compile customer worksheets and specifications
2. Review and process customer purchase orders
3. Review production information reports / shift logs
4. Review employee availability
5. Review current inventory levels

TASKS
6. Review current production costs

B. Analyze and process information

TASKS
1. Analyze production costs
2. Analyze inventory levels
3. Estimate raw material requirements
4. Estimate types and quantities of materials required
5. Forecast production capacity
6. Forecast staffing needs
7. Analyze schedule impacts

C. Schedule work and activities

TASKS
1. Create production schedules
2. Schedule work assignments
3. Schedule shipments

D. Monitor processes, materials, or surroundings

TASKS
1. Monitor production schedules
2. Monitor work order flow
3. Monitor production timelines
4. Monitor and manage timelines

E. Document and comply with policies and procedures

TASKS
1. Contribute to development of policies and procedures
2. Develop work instructions
3. Comply with corporate policies and procedures
4. Comply with legislation and regulations
5. Apply quality assurance policies and procedures
6. Follow current Good Manufacturing Practices (cGMP)

F. Document, record and report information

TASKS
1. Report on status of planned/scheduled work
2. Report on inventory levels relative to the production schedule
3. Report on production costs and activity levels
4. Report on production problems
5. Support the preparation of activity reports

G. Use computers

TASKS
1. Use email software as appropriate
2. Use Microsoft Office as appropriate
3. Use database software as appropriate
4. Use ERP (SAP) computer software as appropriate

H. Demonstrate personal competencies

TASKS
1. Demonstrate teamwork
2. Exhibit sensitivity to cultural and social diversity
3. Be customer service focused

TASKS
4. Work in a fast-paced environment
5. Follow company's policies and procedures
6. Demonstrate time management skills
7. Manage stress
8. Be a quick learner
9. Communicate effectively and clearly

Strong Board of Directors

The Board of Directors is composed of experts in the field of HR, CEOs, CFOs and CSOs from across Canada with extensive financial and industry experience representing companies and organizations in Canada's bio-economy. BioTalent Canada is not a membership organization and therefore relies on the guidance provided by its dedicated volunteer Board of Directors.

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