

Production Scheduler

Pro Metal Industries has been in operation for over 30 years, and it is 100% owned by Pasqua First Nation. We are a world-class metal fabrication and machining facility located in Regina, Saskatchewan. Also are one of the only First Nations - wholly owned manufacturing enterprises in Canada, and one of only a few First Nations -100% owned military suppliers. Pro Metal offers plasma, laser and waterjet cutting, CWB and AWS Welding, CNC machining and Powder Coating. In addition to military and defense, we also service the agriculture, mining, construction and oil and gas industries. Pro Metal has a very dynamic and engaged team that works very well together to ensure the continued growth and success of each other and the company.

Pro Metal Industries is seeking a **Full Time Production Scheduler**. Reporting to the General Manager and the Production Manager, the Production Scheduler is responsible for coordinating, scheduling, and monitoring the flow of materials and production activities to ensure on-time delivery of all manufactured components and assemblies. This role ensures that production resources are efficiently utilized, inventory levels are optimized, and customer demands are met in accordance with company goals and quality standards.

If you have post-secondary education in industrial engineering, manufacturing management or supply chain management with 5 years of experience in production planning or scheduling within a manufacturing environment, then this role is for you! Successful candidates will have experience using ERP/MRP systems and have the ability to interpret technical drawings and understand manufacturing processes.

Responsibilities:

- Develop, maintain, and adjust daily, weekly, and monthly production schedules based on customer orders, material availability, and capacity constraints.
- Collaborate with Purchasing, Engineering (Design and Development), Material coordinator, and Production teams to ensure timely availability of raw materials, tooling, and equipment.
- Monitor work orders throughout the production process and proactively address delays or bottlenecks.
- Coordinate with Quality Assurance to ensure that products meet specifications before release.
- Review and analyze production data to identify trends, forecast capacity needs, and improve efficiency.
- Maintain accurate records of production status, lead times, and inventory levels in the ERP/MRP system.
- Communicate changes in production schedules to relevant departments and update customers or management as required.
- Participate in continuous improvement initiatives focused on process optimization, waste reduction, and production flow enhancement.
- Ensure compliance with safety, environmental, and quality management systems based on ISO 9001:2015.

- Assist in developing contingency plans to mitigate risks such as equipment downtime or supply chain disruptions.

Qualifications:

- Any education, diploma, or bachelor's degree in industrial engineering, Manufacturing Management, Supply Chain Management, or with equivalent experience in a related field is an asset.
- 3–5 years of experience in production planning or scheduling, preferably in a metal fabrication, machining, or manufacturing environment.
- Experience using ERP/MRP systems (e.g., ProShop, MIE, SAP, Epicor, JobBOSS, or similar).
- Ability to interpret technical drawings and understand manufacturing processes (e.g., welding, machining, forming, assembly).
- Proficient in Microsoft Excel and production planning tools.
- Continuous improvement and Lean manufacturing knowledge
- Strong analytical, problem-solving, and organizational skills.
- Excellent communication and coordination abilities.
- Ability to create work routing to determine sequence of manufacturing processes for optimal work completion.
- Strong attention to detail and ability to manage multiple priorities in a fast-paced environment.
- Planning and organization
- Team collaboration
- Process improvement mindset
- Decision-making and accountability

If you looking to pursue a long-term career with a world class metal fabrication and machining facility that has been in business for 30 years and is one of the only First Nations-wholly owned manufacturing enterprises in Canada, and one of only a few First Nations-100% owned military suppliers, then this position is for you.

Pro Metal offers a competitive salary and a comprehensive benefit package.

If you are interested in this opportunity and meet the qualifications, please email your cover letter and resume to careers@prometal.ca by **November 26, 2025**.

We appreciate your interest, but please note that we will only be contacting successful applicants who are authorized to work in Canada.