



Production Scheduler

Grimsby, ON | Full-time

Aleafia Health is committed to being Canada's leading patient-focused healthcare enterprise offering medical cannabis care. Our mission is to build a global cannabis brand. Through education, research, and development, we will advance the cultivation and science of medically authorized cannabis.

Reporting to the General Manager, the Production Scheduler is responsible for the scheduling of cannabis production, generating production reports for the General Manager, and will manage operational workflow. The successful candidate will have strong interpersonal skills and be able to coordinate communication data flow between production, shipping, quality, inventory, sales, customer service and procurement to ensure on time delivery of quality goods. This position will be based at our Grimsby campus but will provide remote support to our Port Perry campus as well.

ESSENTIAL FUNCTIONS

- Work with Production, Inventory and Sales departments to create production schedules to align with sales objectives, inventory levels, and plant growth cycles.
- Prepare and distribute daily, weekly, monthly production schedules to meet sales forecast
- Communicate daily with the Master Grower and General Manager in order to schedule all production needs or communicate when production targets and/or timelines need adjustment
- Provide corrective feedback for plan constraints.
- Monitor operational workflow and adjust plans accordingly
- Make recommendations for productivity and improvement methods
- Prepare production reports for General Manager
- Create purchase orders and purchase agreements as necessary
- Review sales forecasts, customer demands, and schedule production based on inventory levels, production lead times and capacity
- Schedule and direct production meetings, take meeting minutes and distribute
- Adhere to and enforce company health and safety standards to maintain a safe working environment and company policies
- Complete all required documentation for all production needs
- Adhere to and enforce all Health Canada Cannabis Act regulations
- Other duties as assigned.

ROLE REQUIREMENTS/ABILITIES

Experience / Education

- Post-secondary education in Business, Supply Chain or related field
- 1-3 years relevant experience in manufacturing production control and inventory in cannabis or CPG
- Experience using production software would be an asset
- Must have demonstrated **advanced** skills in Microsoft Excel



- SCMP/APICS certification an asset.

Skills & Abilities

- Strong understanding of the production process in cannabis or CPG with ability to generate and maintain effective daily and weekly schedules
- Ability to work under pressure and multitask in a fast paced, growth environment with many competing priorities and deadlines.
- Excellent communication skills, both written and verbal
- Strong attention to detail and efficiency
- Strong interpersonal skills with proven ability to build relationships
- Ability to problem solve in a busy environment
- Must have own transportation as we are not on a public transportation route
- This position requires a minimum of 40-hour work week.
- Willingness to work weekends as needed.

Note: The chosen applicant will be required to successfully complete reference checks and a criminal background check.

We appreciate the interest by all candidates however we will be contacting those that best fit the requirements. If you are selected to participate in the recruitment process, please inform Human Resources of any accommodations you may require. Aleafia Health will work with you in an effort to ensure that you are able to fully participate in the process.

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