



## Production Scheduler

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**Location:** Sydney, NS

**Term:** Permanent, Full-Time (Days, Evenings, Weekends, Some Overtime)

**Anticipated Start Date:** As Soon As Possible

- *Join a company that has revolutionized custom manufacturing for engineers and designers all over the world.*
- *Use your big-picture thinking, forecasting skills and proven experience to effectively manage Protocase's production schedule and ongoing capacity.*
- *Be rewarded with a competitive annual salary and great benefits, including medical, dental, pension plan, and more.*
- *Live and work in a community that has quick commutes, affordable homes, beautiful scenery and friendly people.*

### About Protocase Inc

Established in 2001, Protocase Inc is a rapidly expanding company that focuses on combining advances in software with innovative manufacturing techniques to offer unique custom manufacturing to the engineering, design, and research industries. Using the expertise and dedication of 190 employees (and counting), Protocase is proud to have a client base of more than 14,000 customers throughout North America and around the globe. Customers include Boeing, L3, Raytheon, Google, Apple, Microsoft, NASA, MIT and many more.

We are proudly ISO:9001 certified and AS9100D registered, as well as ITAR compliant and registered with Canadian Controlled Goods.

To learn more about the company, visit <http://www.protocase.com>.

### About the Opportunity

Protocase is currently seeking a **Production Scheduler** to join its team in Sydney, Cape Breton, Nova Scotia. Our production facility is a fast-paced environment where every order is custom-manufactured from scratch. Our 14,000+ customers around the world depend on us to make professional-grade custom sheet metal and CNC machined products that meet their specifications, all within our signature 2-3 day manufacturing turnaround time.

We are looking for a skilled forward-thinker who can effectively monitor and manage our production schedule in a proactive way. You must possess an analytical mind, and use your leadership skills in order to effectively communicate your directives to management and team members.

As Production Scheduler, you will first learn our unique production scheduling system and become familiar with the suite of electronic tools that we have developed to monitor our operations. Once up to speed, your duties will be:

- Monitor production queues
- Monitor inbound flow of work in sales and engineering queues to create look-ahead estimates
- Manage queues for each of Protocase's production stations
- Identify bottlenecks and develop strategies to eliminate them
- Create and maintain a schedule for 100+ Production & Assembly team members on a seven-day rotation (which will be distributed and implemented by production management).
- Work with other departments in order to accurately forecast the need for additional capacity over the longer term

Above all else, the successful candidate must be able to manage queues and schedules all at once, keeping their eye on the prize of properly staffing Protocase's production stations so that orders can flow efficiently through the manufacturing plants and be completed within 2 to 3 days.

#### **Essential Skills:**

- 1-3 years' experience managing production and/or scheduling
- Some post-secondary education and/or equivalent experience
- Excellent computer skills, and extremely comfortable using Microsoft Excel (full training using Protocase's in-house software and scheduling tools will be provided)
- Ability to see the big picture and act quickly
- Ability to work in a fast-paced environment
- Organized personality, and strong attention to detail
- Knowledge of continuous improvement would be considered an asset

#### **About the Benefits:**

Besides an annual compensation package ranging from \$54,900 to \$71,000 (depending on experience), you will also enjoy the following benefits:

- A flexible, exciting, and positive work environment
- Medical, Dental, Life Insurance and Group Insurance Benefits at six months
- Two weeks' vacation (three weeks' vacation at three years of employment; four weeks' vacation at five years)
- Company Pension Plan at six months
- Cost-shared YMCA membership for you and your family at three months
- Regular social events, including team lunch & learns and staff parties
- Discounted tickets for Highland Arts Theatre productions
- Access to Protocase Skybox Suite for Screaming Eagles hockey games, as well as tickets for Highlanders Basketball, Boardmore Theatre and Celtic Colours International Festival

Although our business is growing, our team remains supportive, inclusive and tight-knit. Continuous improvement has always underpinned our success and we actively foster an environment of open communication, creative collaboration and the sharing of ideas.

**How to Apply:**

- Email your resume to [employment@protocase.com](mailto:employment@protocase.com) (Please specify **“Production Scheduler”** in the subject line)
- Drop off your resume at our main building – 46 Wabana Court in Sydney, NS, between 9:30 AM and 4:30 PM