



PO Box 1420, 140 Service Rd  
Indian Head, SK S0G 2K0  
**Phone:** 306.695.2460  
**Fax:** 306.695.2666  
valeindustries.ca

POSITION OVERVIEW			
<b>POSITION TITLE</b>	Production Planning/Purchasing Admin Support	<b>DEPARTMENT</b>	Corporate
<b>REPORTS TO</b>	Chief Operating Officer	<b>VERSION AND DATE</b>	V05092022
<b>TERM TYPE</b>	Full-time	<b>LOCATION</b>	Indian Head, Sk.

#### About VALE:

Vale Industries Ltd is a manufacturer of engineered products and equipment for the agricultural, aggregate, mining, and related sectors. With roots in steel manufacturing going back 30 years, Vale knows how to deliver solid solutions and exceptional value for our customers. Our management team has over 100 years of practical, hands-on experience in engineering, manufacturing, and business management, focused on leading Vale's next phase of strategic growth. At Vale, we uphold a high standard of quality, integrity, and safety to demonstrate our commitment to our employees, customers, suppliers, and community.

#### Job Summary:

Are you a detail junkie with brain for complex systems? Do you excel at organizing and processing paperwork to supply your downstream customer? Do you love a fast-paced environment with lots of opportunity to learn new things? Are you looking for a long-term career? If so, this position could be for you!

#### Duties and Responsibilities:

- Support and offer backup for purchasing department
- Global Shop Data Entry including creating New Parts, creating new Bill of Materials and Creating Routers
- Global Shop Revisions and Part Maintenance including revising single parts and weldments and fixing redline revisions
- Creating workorders which include cut lists and, material picklists
- Plasma Table Nesting
- Create Project Hour Road Maps and Shop Floor Packages including road maps, fab, plasma and assembly books
- Prepare project wrap up and summaries
- Other duties as assigned

#### Education and Qualifications:

- Degree or certificate in Business, Design, Construction or Engineering program an asset
- Lean training or experience an asset
- Production related experience or training an asset



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#### **Knowledge Areas and Experience:**

- Knowledge of production and/or manufacturing process
- Possess well developed oral and written communication skills
- Capable of scheduling, planning and executing multiple tasks under pressure
- Microsoft Office proficiency – word and excel minimum intermediate level required
- Must be team player
- Previous experience with a manufacturing ERP program such as Global Shop an asset
- Sharp analytical and problem-solving skills
- Meticulous with details
- Self-Starter

#### **What Vale Offers:**

- Meaningful work with a team of motivated individuals at a growing manufacturing company
- High standards as demonstrated in the quality of our products
- Opportunities for growth and development
- Opportunity to take on responsibility and overcome challenges

#### **Compensation and Terms of Employment:**

- Competitive salary commensurate with experience and education
- Company matching RRSP
- Health and Dental Plan

*To apply for this position please submit your resume and cover letter via email to Human Resources at VALE Industries.  
hr@valeindustries.ca*