

ROTO FASCO CANADA - JOB OPENING



Position Title	Product Administrator
Reports to	Purchasing Manager
Division	Window and Door Hardware
Legal entity	Roto Fasco Canada, Inc.
Functional Area	PH – Product Manufacturing
Objectives	System administration of all product additions, changes and deletions, including SAP material master data, bill-of-material and routings. Clerical Purchasing duties and backup to Purchasing Manager.
Date	September 2019

Tasks:

- Work closely with production department to manage inventory in assigned categories, generate orders and expedite material as required, reconcile invoices etc.
- Track inbound shipments from overseas and coordinate with Custom broker and forwarder for smooth flow of material.
- Act as the Liaison between Manufacturing, Engineering, Purchasing and Sales to obtain all system related information pertinent to the system administration of new products and maintenance of existing products.
- Assist Manufacturing to calculate update routing information using time studies and other means.
- Enter BOM, routing and material master data information into SAP.
- Assist in the creation and maintenance of Work Instructions.
- Creation and maintenance of forms relating to the information input process.
- Track and issue controlled documents and drawings and follow-up of IC process.
- Monitor sales and consumption of products and work with Sales to determine obsolescence information.

Required Education	- Diploma in economics / business
Required Work Experience	- Experience in supply chain management is a plus.
Required Competencies	<ul style="list-style-type: none"> - Detail oriented both technologically and mathematically. - Strong written and communication skills, including the ability to effectively interact with internal team members. - Proficient with English - Self-motivated, with the ability to work individually and in a team. - Proficient in Microsoft Office: Excel, Word and Power Point - Experience with SAP is preferred - Show initiative for best practice and continuous improvement. - Strong analytics skills, comfortable to manipulate large data sheet.
Supervisor Responsibility	- Not required
Work Environment and Position Type/Standard Hours of Work	<ul style="list-style-type: none"> - Environment: Office and Plant - Type: Hourly position, 40 hours per week