

About the job

About Coolit Systems Inc.

Founded in Calgary, Alberta in 2001, CoolIT Systems is the leading Direct Liquid Cooling technology provider for data centers, supercomputers, and desktop computers. We design and manufacture solutions used by the largest tech companies globally.

Recognized as one of “The Americas’ Fastest Growing Companies 2023” by Financial Times and honored with the Deloitte Fast 50 Clean Technology award in 2022, as well as the Deloitte Fast 500 distinction in both 2021 and 2022, CoolIT's rapid growth is capturing global attention.

As demand for generative AI, high performance computing and cloud solutions rapidly expands, there has never been a more exciting time to join our team.

Role

WHAT YOU’LL DO:

We are seeking a talented Scheduling Assistant to join our Supply Chain team. We are looking for someone with strong communication skills and a proven ability to problem solve complex issues that arise. This role will report to the Director, Procurement & Planning and the Team Lead, Scheduling & Planning and will be integral to contributing to the future of scalable computer cooling solutions.

This is a hybrid role based out of Calgary, Alberta.

Responsibilities

- Categorize Sales Order demand by responsible group (i.e. Engineering, Finance, Manufacturing, Planning, or Service).
- Participate in regular meetings with Program Management to validate quarterly requirements for Forecasted Product.

- Work with Supply Chain personnel from warehouse, inventory, logistics, planning and procurement in setting and maintaining a Plan For Every Part (PFEP) strategy of Inventory items from raw to WIP to Finish Goods.
- Manage material availability and determine manpower utilization to execute weekly production requirements.
- Work with Procurement to ensure materials requirements are quoted and purchased; and open purchase order deliveries in confirmed and dispositioned on a routine basis in a timely manner.
- Assist Procurement in sourcing and issuing Purchase Orders related to NPI material requirements.
- Determine monthly revenue projections for product shipments and measure to forecasted target.
- Work with Manufacturing Engineering to establish standard times for product assembly and test.
- Recommend, evaluate, and implement opportunities for eliminating waste, continuous process and product improvement, and lead “Lean Manufacturing” initiatives to improve inventory levels, production rates and quality output.

Qualifications

WHO YOU ARE:

- Knowledge of lean manufacturing principles (i.e. Kaizen) and continuous improvement techniques.
- Understanding of materials flow and inventory signals (Kanban, MRP, Safety Stock).
- Excellent English written and verbal communication skills required.

Preferred Qualifications

- Diploma or bachelor's degree in supply chain, or a related field.
- Knowledge and understanding of scheduling.

Skills

- Ability to learn quickly and be resilient.
- Proven ability to problem solves complex issues that arise in working with inventory, capacity, and / or ERP systems.
- Able to be effective in a fast paced, metric driven environment.
- Ability to understand and execute written and oral instructions.

WHY COOLIT?

We strive to be an employer of choice and as such we believe in rewarding our employees with career and development opportunities that will maintain and strengthen our culture while aligning to our vision and values.

We thank every candidate in advance, however, only those selected for an interview will be contacted.

Successful candidates for this position will be required to undergo background checks including criminal records check and education.