

Job Posting

Position:	Operations Planner
Reports to:	Supply Chain Manager
Position type:	Permanent Full-Time
Location:	North York, ON

ABOUT THORNHILL MEDICAL:

Thornhill Medical's ground-breaking products are designed to be used globally by emergency health care providers, humanitarian, and military medical teams. Thornhill's oxygen-focused research and applications are transforming patient care in extreme circumstances, while inspiring and enabling other new technologies to unlock vital life-saving solutions. Thornhill Medical's innovations are in 19+ countries including Ukraine. With a team committed to courage, collaboration and saving lives, Thornhill Medical leads the way in the nimble and precision-focused field of medical technologies.

POSITION SUMMARY:

The **Operations Planner** is responsible for ensuring the timely availability of materials and efficient production execution to meet manufacturing and sales requirements. The position develops and maintains material and production schedules, coordinates activities across supply chain, warehousing, shipping, and service teams, and drives cross-functional alignment. Acting as a system and data power user, the position optimizes workflows, improves decision-making, and leads continuous improvement initiatives.

DUTIES & RESPONSIBILITIES:

Operations and Production Planning and Follow-Up:

- Leads materials and production planning to align with manufacturing and sales requirements.
- Develops and manages order planning and scheduling to support efficient logistics and on-time delivery.
- Coordinates with warehouse, shipping, production, and service teams to ensure workflow alignment and execution.
- Monitors performance, identifies inefficiencies, and implements corrective actions based on real-time data.
- Creates and manages work orders to ensure accurate, timely, and efficient execution of production activities (backup).

System Power User & Process Optimization:

- Master's ERP systems and digital tools, ensuring seamless integration and process automation.
- Provides training and support to team members, improving system adoption and efficiency.
- Continuously evaluates system capabilities to enhance workflow automation and data accuracy.

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Data Analysis and Strategic Reporting:

- Conducts data analysis across operations, supply chain, and service to identify trends, inefficiencies, and opportunities for optimization.
- Develops insightful reports and dashboards to inform strategic decision-making and performance improvements.
- Utilizes predictive analytics to enhance forecasting, procurement planning, and operational efficiency.

Demand Forecasting & Inventory Management (Backup)

- Develops accurate demand forecasts to optimize inventory levels and production schedules.
- Maintains optimal stock levels to minimize shortages and reduce excess inventory.
- Monitors and improves inventory turnover, ensuring product availability.

Other:

- Ensures full compliance with industry regulations, quality standards, and internal procedures.
- Drives continuous improvement initiatives to streamline processes, reduce costs, and enhance agility.
- Partners with cross-functional teams to develop and standardize best practices across operations.
- Supports other organizational objectives as assigned.

EDUCATION & EXPERIENCE:

- Bachelor's degree in Logistics, Supply Chain Management, or a related field.
- 5-8 years of experience in planning, logistics or supply chain.
- Experience in the medical device or electronics industry, as well as with government contracts, ensuring compliance with ISO 13485 standards, would be an asset.
- Proven experience in supply chain roles with a focus on operations planning, system utilization, and purchasing.
- Demonstrated success in data analysis and its application to enhance supply chain efficiency.
- ERP system experience.
- Knowledge and experience in 5S and Lean Supply Chain.

SKILLS & KNOWLEDGE:

- Strong understanding of warehousing, production, quality, and shipping processes.
- Knowledge of industry best practices and emerging trends in supply chain management.
- Proficient in data analysis for decision-making and process improvement.
- Strong time management and organizational skills.
- Self-directed, able to work independently and as part of a team.
- Strong collaboration skills with cross-functional teams.
- Excellent ability to develop and implement operational plans.
- Able to quickly address issues to ensure smooth operations.

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- Superior attention to detail and meticulous in planning and execution.
- Able to adjust plans based on changing requirements.
- Excellent interpersonal and communication skills (verbal and written).
- Drive to consistently achieve results, even under tough circumstances.
- Holds self accountable to meet commitments.
- Strong computer skills and proficiency with Microsoft Office suite products (Word, Excel, PowerPoint).
- Expertise in using ERP systems and technology tools.

OTHER REQUIREMENTS:

- Primarily office-related requirements with exposure to production work rooms, warehouse, shipping, and service areas when required.
- May involve light lifting (up to 50 lbs) and bending, as the role provides backup support for warehouse operations when needed.

Thornhill Medical welcomes and encourages applications from all qualified people, including those with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest, however, only those selected will be invited for an interview.