



Novocol Pharma is a global leader in providing integrated turnkey cartridge manufacturing and innovative drug delivery solutions to help biopharma customers bring their drug products from development to patient.

With over 40 years of experience, our team of 400 employees and modern facilities, located in Cambridge, Ontario provide a personalized and responsive contract development manufacturing experience. We are focused on serving our strategic partners with quality, integrity, and value.

Our employees are our number one asset! We offer developmental opportunities, excellent compensation and benefit programs, discounted gym memberships, work/life balance programs, employee recognition, social events and spirit days.

We are a proud member of the Septodont group of companies. Septodont is a pharmaceutical and medical device company which is a world leader in dental pain management. The group counts over 1800 employees worldwide and has remained a 100% family owned company for over 85 years.

Join our team as a **Production Scheduler!**

The Production Scheduler is accountable to the Planning & Procurement Manager and is responsible for printing production batches, identifying resource requirements, supporting capacity planning and managing order lead times. This role is integral to ensure that work orders are executed to meet customer demand.

Key responsibilities include:

- Prepares, distributes, and communicates the Daily Production Schedule and facilitates the Daily Production Meeting.
- Tracks, reports, analyzes, and communicates daily and monthly departmental metrics including but not limited to production scheduled versus forecast/budget, schedule adherence, and readiness.
- Prints and issues the Bills of Materials and batch records in a timely manner in order to meet Production objectives and according to company SOPs.
- Maintains a high degree of communication and co-operation within the Operations and other supporting departments.
- Prepares, sponsors, and closes quality system documents and other relevant documentation as outlined in the Quality Assurance Program.
- Makes and communicates scheduling related decisions that align with business objectives.
- Generates daily reports for Work in Process, packaging output, and metrics.
- Maintains the data integrity of the scheduling system in support of internal stakeholder needs.
- Performs documentation activity in compliance with Good Manufacturing Practices.
- Follows GMP and regulatory requirements, and ensures quality standards are met.
- Observes and supports all safety guidelines and regulations.



- Demonstrates the Company Mission, Vision and Values Statements, policies, and current standard business practices.
- Performs other related duties as required.

Education:

- Related Post-Secondary (College or University); education in Production Planning/Materials Operations or Supply Chain is an asset.

Experience:

- Minimum of 2 years of experience in a scheduling role in a manufacturing environment. Pharmaceutical, food, or cosmetic industry experience is considered an asset.
- Experience with MRP, ERP or EDI including MS Dynamics.
- Strong attention to detail, with the ability to proactively identify issues, problem solve, make appropriate decisions and promptly put forth recommendations for resolutions.
- High level of computer proficiency in MS Word, Excel & PowerPoint.
- Demonstrated interpersonal skills, with the ability to positively interact with cross functional teams using strong verbal and written communication skills.

We are committed to diversity and inclusion, and thank all applicants in advance; however, we will be corresponding only with those selected for an interview.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to providing an inclusive and barrier free recruitment and selection process.

Please visit our careers site to apply:

[SEPTODONT - Production Scheduler \(talent-soft.com\)](https://www.septodont.com/production-scheduler)