



Material Planner

The Company:

Richards-Wilcox Canada is the proven leader in the residential and industrial sectional garage door industry. Our commitment is to be the highest quality, most competitive door system manufacturer in the world. We use the latest technology in our manufacturing processes, combined with design ingenuity, resulting in a superior product. With over 100 years of experience, we are a growing organization with a family-oriented, open and collaborative culture and a global perspective.

Department: Purchasing
Reports to: Purchasing Manager
Location: Mississauga, ON

Position Overview:

The Material Planner is responsible for driving material planning for inventory optimization, and MRP execution in support of Richards-Wilcox's purchasing and supply chain objectives. Reporting directly to the Purchasing Manager, this role will provide critical planning intelligence that supports sourcing decisions, inventory reduction initiatives, supplier management, and production continuity. Operating in a fast-paced manufacturing environment, this role is critical to balancing lean inventory levels with uninterrupted production continuity.

The successful candidate will serve as the primary owner of material planning activities, translating forecasts, customer demand, production schedules, and Bills of Material (BOMs) into actionable purchasing requirements. This individual will proactively identify inventory reduction opportunities in collaboration with the Inventory Management Supervisor, monitor demand and consumption trends while working closely with Production Planner, analyze open orders, and provide data-driven recommendations to support strategic purchasing decisions.

Key Responsibilities:

Strategic Inventory

- Partner with the Purchasing Manager to develop inventory strategies that balance service levels and working capital objectives.
- Analyze supplier lead times and recommend stocking strategies for critical materials.
- Provide monthly inventory and demand analytics to support sourcing decisions.
- Identify opportunities for supplier consolidation, inventory reduction, and cost savings.
- Support contract negotiations by providing consumption forecasts and volume projections.
- Monitor supplier performance and communicate risks related to capacity, lead time, and inventory availability.
- Assist Purchasing in developing long-term material strategies for high-risk commodities such as steel, hardware, and imported components.

MRP & Material Flow Execution

- Create, own and manage the Material Requirements Planning (MRP) process for all purchased materials and components.
- Translate forecasts, customer orders, production schedules, and BOM requirements into actionable material plans.

- Validate and maintain planning parameters including lead times, safety stock, reorder points, lot sizes, and supplier constraints.
- Review BOM structures and collaborate with Engineering to ensure planning accuracy.
- Monitor inventory health and identify opportunities for inventory reduction and working capital improvements.
- Analyze consumption trends, demand variability, and forecast accuracy.
- Manage material shortages, expedite requirements, and risk mitigation plans.
- Review open purchase orders and supplier commitments to ensure uninterrupted production.
- Collaborate closely with Purchasing on sourcing strategies, supplier performance, and inventory planning decisions.
- Develop dashboards and reporting tools to improve visibility into inventory, demand, and supply performance.
- Lead continuous improvement initiatives focused on planning effectiveness and inventory optimization.

Professional Qualifications & Skills:

- Bachelor's degree in supply chain management, Business, Engineering, Operations, or related discipline.
- APICS CPIM certification strongly preferred.
- Minimum 5 years of experience in Material Planning, Production Planning, Inventory Planning, or Supply Chain Management within a manufacturing environment.
- Strong understanding of inventory management principles and replenishment methodologies.
- Advanced ERP/MRP system knowledge (SAP, JD Edwards, Epicor, Dynamics, Oracle, Infor, etc.).
- Advanced Microsoft Excel skills and experience using Power BI or equivalent analytics tools.

Key Competencies

- Proactive and highly organized.
- Strong analytical and problem-solving skills.
- Data-driven decision maker.
- Ability to identify risks before they impact operations.
- Strong communication and stakeholder management skills.
- Ability to challenge existing processes and drive improvement.
- Financial understanding of inventory carrying costs and working capital impacts.

Key Performance Indicators (KPIs)

- Inventory Turns
- Inventory Accuracy
- MRP Accuracy
- Material Availability to Production
- Excess & Obsolete Inventory Reduction
- Working Capital Improvement
- Forecast Accuracy
- Supplier Delivery Performance
- Shortage Reduction
- Inventory Reduction Project Savings

First-Year Success Measures

- Implement and maintain a robust mini MRP process with high planning accuracy.
- Deliver measurable inventory reduction while maintaining service levels.
- Improve inventory turns and reduce excess and obsolete inventory.
- Establish meaningful KPI dashboards and reporting tools.
- Enhance visibility into demand trends, consumption patterns, and material risks.
- Become the primary planning partner to Purchasing, Operations, and Leadership.
- Generate measurable cost savings and working capital improvements through inventory optimization.

Accessibility:

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Richards-Wilcox Canada will provide accommodations throughout the recruitment and/or selection process to applicants with disabilities.

If selected to participate in the recruitment and/or selection process, please inform Richards-Wilcox Canada's Human Resources Manager of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.