

We are hiring a team player to perform **Production Planning and Scheduling** duties in Salmon Arm, BC!

**Dinoflex** is a fast-growing company with dynamic goals which provides our employees with a challenging and rewarding workplace experience guided by our core values. **Passionately doing what is uniquely different is who we are.** We are currently looking for a **Production Planning and Scheduling** team player to join our team!

At **Dinoflex**, we embrace a set of core values. These values form the foundation from which we carry out work tasks, make decisions and conduct ourselves on a daily basis. **Safety Above All** tops our list of core values, followed by **Customer Intimacy, Employee Care, Business Innovation** and **Extreme Ownership**. The successful candidate will need to identify with these core values to be a positive member of the team.

Your job will be entirely at our headquarters in Salmon Arm, BC. We start you at **\$22.00** per hour on a full-time basis.

You get two weeks of vacation each year and can be taken on an earned basis. Any vacation requests must first be approved by your supervisor.

If you do successfully complete the 90-day probation period, we welcome you to participate in the Extended Health Benefit Plan. This plan is 100% funded by Dinoflex so there is no cost to you.

You are entitled to five paid sick days per calendar year as per provincial regulations.

The Production Planner is responsible for coordinating and optimizing production schedules to ensure customer orders are completed efficiently, on time, and in alignment with operational capacity. This role works closely with production, purchasing, inventory, and leadership teams to balance workflow, manage material availability, monitor production timelines, and resolve scheduling challenges. The Production Planning and Scheduling Team plays a key role in maintaining operational efficiency, minimizing downtime, and supporting continuous improvement initiatives to meet organizational goals for productivity, quality, and customer satisfaction.

You will be assessed on these key responsibilities:

- Develop and maintain production schedules to meet customer deadlines while maximizing operational efficiency
- Coordinate with production, purchasing, and inventory teams to ensure materials and resources are available as required
- Monitor production progress and adjust schedules to address delays, changing priorities, or operational constraints



- Analyze production data and workflow to identify opportunities for improved efficiency and reduced downtime
- Communicate scheduling updates, risks, and production priorities clearly across departments to support smooth operations
- Work with maintenance teams to ensure monthly maintenance is completed on all stations

To be successful you will need to be competent in the following skills:

- Be coachable.
- Follow-through.
- Correctly follow directions.
- Be reliable and dependable.
- Work with minimal supervision.
- Have a capacity for multi-tasking.
- Accurately pay attention to detail.
- Able to be an effective team-player.
- Be genuinely curious about your work.
- Operate with a Safety Above All attitude.
- Have excellent verbal and written communication skills.
- Be passionate about doing something that is uniquely different.

We look forward to receiving a resume from you! Please send your cover letter and resume to [HR@Dinoflex.com](mailto:HR@Dinoflex.com). The successful candidate will be contacted for an in-person interview and can start working with us soon.



“We believe when we help our customers succeed, we succeed.”