

GLOBAL MASTER SCHEDULER

COMPANY DESCRIPTION

4iiii Innovations Inc. is a Canadian sports technology company based in Cochrane, Alberta. 4iiii Innovations is a diverse team dedicated to improving personal performance through the development of superior training tools, including cycling power meters and heart rate monitors for the outdoor and indoor cycling and fitness markets. The company seeks to build not only the best and most accurate equipment but to do so at an affordable price so that every athlete can gain the benefits of better training. We're seeking a **permanent full-time Global Master Scheduler** to join our team in Cochrane, Alberta.

4iiii Innovations offers a competitive compensation package in a fun, fast-paced and exciting industry. 4iiii employees have access to industry discounts from leading brands, race entry discounts, and of course 4iiii products. If this sounds like something that interests you, read on!

ROLE SUMMARY

Reporting to the Director of Operations, the Global Master Scheduler is responsible for overseeing, coordinating and maintaining the global supply chain and production schedule of 4iiii Innovations to ensure alignment between demand, supply and operational capacity across multiple regions, while supporting the company's growth and strategic objectives. The position creates, maintains and reports operational capacity plans, while also considering longer term capacity requirements. The role works closely with procurement and supply chain and uses the sales forecast and operational demand planning to create, execute and oversee the Global Master Production Schedule (MPS) of factories in Europe, Asia and Canada. The Global Master Scheduler also maintains communication lines to coordinate activities and changes with the factories. This includes communicating the impact should plans/schedules start to deviate or fall behind, and helping to reset expectations, or managing through the situations strategically while looking to continue to maximize throughput/revenue. Ultimately, this role plays a key part in supporting operational stability, supply continuity, and the company's ability to meet customer demand in a global manufacturing environment.

RESPONSIBILITIES AND DUTIES

- **Scheduling & Planning:** Develop and manage global production and supply schedules, including the Global Master Production Schedule (MPS) for factories in Europe, Asia and Canada, while considering constraints, as well as promoting company operational efficiency and effectiveness. Estimate materials and labour required for production
- **Coordination:** Serve as the primary liaison between 4iiii factories and the Operations team, coordinating activities with international manufacturing partners, suppliers, customers and internal teams to ensure delivery commitments are met
- **Operational Management:** Plan production builds for all factories, manage subassembly builds via contract manufacturers, and ensure best practices in demand, inventory, production, and supply planning
- **Analysis & Reporting:** Gather, analyze, and present operational and supply chain data to leadership, including supporting monthly Sales and Operations Planning (S&OP). Perform ongoing analysis of weekly, monthly and future capacity to optimize product level loading and achieve manufacturing continuity during low and high volume months. Monitor inventory levels across multiple warehouses and regions and plan replenishment
- **Issue Resolution:** Review forecasts to identify and mitigate supply chain, production and scheduling issues, and communicate impact and recommend appropriate action plans to stakeholders
- **System Integrity:** Maintain accurate planning, inventory and scheduling data within ERP systems
- **Strategic Input:** Provide advice on strategic "make" versus "buy" decisions and identify/implement planning system and process improvements. Align and report on operational forecasts and plans in

accordance with operational targets, corporate budget and revenue goals, and strategic growth objectives

- **Communication:** Present operational updates to relevant teams and management and discuss needed changes with scheduling. Communicate effectively with stakeholders at all levels of the organization, as well as international ESL staff and customers
- Other duties, relevant to the position, shall be assigned as required

QUALIFICATIONS

- A minimum of 5 years in supply chain planning, production scheduling and inventory management with demonstrated prioritization and execution skills
- Experience in the microelectronics industry and assembly, particularly within a global manufacturing and high-growth company environment
- Experience in collating, analyzing and presenting Sales and Operations Planning (S&OP) Outcomes to senior management
- Solid understanding of MPS/MRP, capacity planning, JIT, forecasting, inventory planning, global sourcing and logistics, kanban and production workflow processes
- Must be able to plan effectively without relying solely on an MRP system
- Prior ERP experience, preferably with Acumatica
- Post-secondary diploma, preferably in Supply Chain Management/Logistics, or other field
- Excellent analytical, problem solving and critical thinking skills
- Experience defining and documenting process and procedures
- Strong communication and interpersonal skills with the ability to lead discussions and effectively work with cross-functional teams
- Ability to manage multiple priorities and meet deadlines
- Experience as a leader/senior person on a small team
- Ability to respond appropriately in pressure situations with a calm and steady demeanor
- Strong organization skills
- Attention to detail; maintain accurate and meticulous records
- Project management experience an asset

WORKING CONDITIONS AND ADDITIONAL DETAILS

- Work on-site in Cochrane, Alberta
- Fast-paced environment; be able to work under pressure
- 40 hours per week, requiring flexibility for early morning or evening calls with global teams/factories in NA, APAC and EU
- Travel may be required; must have a valid passport
- Annual salary range \$85,000 to \$89,000 and paid vacation
- Comprehensive benefits package, including extended health care, dental care, health spending account and healthy living account

Please email hr@4iiii.com with a cover letter and resume. We thank all applicants for their interest, however, only those selected for an interview will be contacted. For more information about 4iiii Innovations please visit: www.4iiii.com

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