

Job ID: MDS315 (AD)
Job Posted: September 27, 2021
Job Closes: November 4, 2021



Workforce Planner Assistant

Full-time, Permanent

St. Thomas, Ontario (Talbotville rural location)

Reports To:

Operations Manager

The Company:

Founded in 2002, Ontario Plants Propagation Limited aims to be North America's premier supplier of greenhouse vegetable transplants. Our customers put their trust in us to provide premium-quality vegetable plants year-round. To achieve this, we must hire motivated & passionate people that support our workforce and facilities.

We are seeking an individual to join our workforce planning team to support daily schedule preparation, team training, coaching, and productivity management. The ideal candidate enjoys working in a fast-paced environment where adaptability and time management is the key to success.

Job Description/Responsibilities:

- Motivate, coach, and guide Team Leads to achieve maximum productivity rates, operational objectives, and production goals
- Monitor productivity, efficiency, and performance of greenhouse Team Leads and offer support and guidance where needed
- Recognize outstanding performance of individuals and teams
- Promote & maintain a safe and healthy workplace by complying with all regulatory Health & Safety requirements, internal policies, and industry best practice standards
- Encourage teamwork and motivate Team Leads through ongoing communication of company goals
- Lead by example (e.g. attendance, professionalism, safety awareness, positive attitude)
- Liaise between departments to ensure that production plans are in line with business objectives

- Continuously manage priorities, monitor status, and provide required reports to management
- Coordinate work activities with Workforce Planner, Supervisors, Team Leads, team and other departments
- Identify productivity related problems, resolve work challenges, and recommend measures to improve productivity and product quality
- Assist with developing daily labour schedule to ensure adequate staff coverage, optimal equipment utilization, and efficient flow of production
- Operate various types of equipment as required
- Assist with developing team and individual employee skills and performance through the effective use of on-going coaching, training, and progressive counseling
- Assist with booking transportation arrangements for workers
- Perform Greenhouse Labour tasks during peak periods. (i.e stick placement, pinching, shipping preparation.)
- Perform other tasks as required

Minimum Requirements:

- College diploma in a related field or equivalent experience
- 1-2 years experience Team Lead / Supervisor
- Experience in the greenhouse industry an asset
- Excellent manual dexterity
- A high degree of resourcefulness, flexibility, and adaptability
- Excellent time management, organizational skills, and the ability to create logically ordered objectives
- Ability to motivate and attain positive results from employees and teams is a must
- Advanced proficiency with Microsoft Office suite including Word, and Excel
- Experience with Microsoft NAV Dynamics is a plus
- Superior interpersonal skills within a team environment are essential to this position

Physical Location/Working Conditions:

- Greenhouse environment in rural area, own transportation required;
- Repetitive tasks, combination of standing, bending, walking, crouching
- 35 – 55 hours per week, shifts may vary between day and evening

Wage:

\$19.00 - \$25.00 per hour

This role is classified as an agriculture employee / farm employee. See the following link for more details about this classification from ESA

http://www.labour.gov.on.ca/english/es/pubs/factsheets/fs_agri.php

How to apply:

Submit your resume:

Mail: 38024 John Wise Line, St. Thomas, Ontario N5P 3T2

Email: employment@ontarioplants.com Subject title: **Workforce Planner Assistant**

Fax: 519 637 2449

Website: <https://www.ontarioplants.com/employment>

Ontario Plants Propagation Ltd provides accommodations for applicants with disabilities throughout the recruitment process. If you require accommodations, please contact Human Resources at 519-637-2119. We thank all applicants for their interest. Only those meeting the requirements will be considered.