



A  **MESTEK, INC.** Company

## **Position: Scheduler**

Transom is a leading manufacturer of large high temperature heat pumps for the commercial and industrial Canadian and US markets. Our air source high temperature heat pumps are designed for the rapidly expanding electrification HVAC market. In addition, we manufacture CO2 heat pumps for the domestic hot water market. Transom is investing heavily in its growth, expanding our production facilities, including climate chambers for development and testing of new products. Transom Corporation is a subsidiary of Mestek Inc.

### **Job Summary**

Transom is developing a strong line of new products for the HVAC market which requires a dedicated technical team. To do this we are adding a Planner/Scheduling position which will allow the candidate to be an integral part of the core team. The successful candidate will be focused on scheduling full-time manufacturing employees to frame, assemble, wire, braze, insulate, test, clean and package units for shipping. The candidate will work closely with the Operations Manager and Purchasing to ensure parts and staff are available for production.

### **Qualifications and Experience**

- 5+years scheduling employees in a manufacturing setting, HVAC an asset
- Possesses a positive attitude and works well as a member of a team or individually
- Works well under pressure in a constantly changing environment
- Proven analytical, problem-solving abilities, conflict resolution and trouble shooting skills
- Proven ability to take initiative and accountability for responsibilities
- Able to adapt to changing schedules to meet deadlines and exceed quality standards
- Excellent written and verbal skills
- Proficiency with MS Office required; experience with ERP/MRP systems
- Detail oriented, excellent organizational and multi-tasking skills
- Willing to learn HVAC/chiller operation

**Hours:** Mon-Thurs 7:30 am – 5 pm, Fri 7:30 am – 11:30 am

Permanent, full time

- Flexible Group benefits Package (once probationary period is completed)
- Voluntary RESP/RPP with company matching up to 5% after 1 year employment
- Safety shoe and prescription safety glasses allowance

Transom, a Mestek Inc. company, is committed to providing a safe working environment for our employees, vendors and customers and as such has implemented a COVID-19 Vaccination Procedure. This procedure includes mandating full vaccination amongst staff in and within the limits of the Ontario

Human Rights Code. All new employees will be subject to the COVID-19 Vaccination Procedure as a condition of their employment.

We would like to thank all candidates for their interest in this opportunity. Due to the volume of resumes we receive; we are only able to respond directly to those candidates being selected for an interview.