



# PRODUCTION MANAGEMENT SYSTEM COORDINATOR

INNOTEX INC. is a leading designer, manufacturer, and distributor of personal protective equipment and turnout gear for firefighters and first responders. Our commitment to innovation and teamwork has made us the trusted partner for thousands of fire departments across the globe. We have 3 factories in Quebec, Canada and 1 in Ohatchee, Alabama.

If you enjoy working in an industry that makes a difference in the field of community protection and security, then we have the perfect role for you. Our rapidly growing team is currently looking for a motivated and dynamic individual to fill the role of **Production Management System Coordinator**.

This position is based in Montreal, Quebec.

## MAIN RESPONSIBILITIES

- **Implementation:** Lead and oversee the rollout of the BlueCherry system across all our factory locations.
- **System Operation & Maintenance:** Operate, maintain, and provide support for the BlueCherry system to ensure optimal performance.
- **Training & Support:** Train staff on new procedures and technologies, serving as the primary contact for all BlueCherry-related inquiries and ongoing technical support.
- **Documentation:** Create and update technical documentation, including SOPs. Analyze production data and generate reports to support decision-making.
- **Process Analysis:** Evaluate and analyze production workflows to identify areas for improvement.
- **System Optimization:** Develop and implement strategies to optimize BlueCherry system efficiency.
- **Continuous Improvement:** Contribute to continuous improvement projects across the organization.
- **Cross-Functional Collaboration:** Coordinate with the design and production teams to ensure smooth workflows and the seamless integration of processes.

## QUALIFICATIONS AND EXPERIENCE

- Relevant diploma in a technical field or Bachelor's degree



- Minimum 2 years of relevant experience in a manufacturing environment
- Knowledge of ERP and Production Management Systems (GP, BlueCherry, or similar)
- Strong Microsoft Office skills, particularly Excel
- Bilingual (French and English) both spoken and written, to communicate effectively with our English- and French-speaking internal teams and partners
- Experience training teams and developing educational materials
- Valid passport to travel to the U.S.

## KEY COMPETENCIES

- Leadership and solution-oriented mindset
- High level of autonomy, with excellent organizational skills and attention to detail
- Technical troubleshooting expertise, familiarity with databases, and experience using reporting tools
- Analytical skills with the ability to interpret data and offer actionable insights
- Excellent communication skills for conveying information and sharing knowledge effectively
- Willingness and ability to travel

## WHAT WE OFFER

- Dedicated and passionate team
- Flexible work schedule and work-life balance
- Competitive salary with bonus
- Group insurance with telemedicine services and a pension fund
- Access to an employee assistance program
- Free parking or public transportation for our Montreal plant
- Possibility of hybrid remote work
- Ongoing training
- Referral program

If this role aligns with your skills and career aspirations, please send your application to our Human Resources department at [RH@innotexprotection.com](mailto:RH@innotexprotection.com).