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**Labour Scheduler**

[www.oxfordfrozenfoods.com](http://www.oxfordfrozenfoods.com)

Labour Scheduler, Oxford Frozen Foods, Oxford, NS

OXFORD FROZEN FOODS LIMITED, a member of the Bragg Group of Companies, is a vertically integrated wild blueberry farming/processing company and a major producer of frozen carrot products and battered vegetables. We have an immediate opportunity for a Labour Scheduler located in Oxford, NS.

This position requires the individual to be a team member in a multi-factory, multi-product manufacturing organization. As part of the Human Resources team, you are critical to the success of our operations ensuring that labour is scheduled in accordance with production requirements. You will be responsible to staff in accordance with standard operating procedures and post employee schedules, update schedules daily and respond to employee shortages as required.

The position will be of interest to individuals who possess:

* Superior communication and interpersonal skills.
* Must be flexible and have a commitment to providing excellent customer service.
* Fluency in a computerized environment including spreadsheet and social media applications.
* Ability to work independently a self-starter, while demonstrating ethics, confidentiality and professionalism.
* Ability to follow established policies and procedures.
* Ability to express ideas clearly and understand the need for teamwork.
* Strong organizational skills with the ability to multi task.
* Sense of urgency.
* Prior experience in labour scheduling would be asset.

Please forward your resume with a covering letter demonstrating how your skills and experience meet the above qualifications. Resumes should be faxed or e-mailed referencing “Labour Scheduler” to:

**Oxford Frozen Foods Limited**

**PO Box 220**

**Oxford, NS B0M 1P0**

**Fax : 902-552-3016**

**Email:  resumes@oxfordfrozenfoods.com**

We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted. No agencies or telephone calls please.

Deadline: October 21, 2019 @ 5:00pm