**Jobs Summary:** General Labourers – Highbury Canco (Leamington) / Associate Senior Scientist – Accucaps Industries Inc. / Administrative Assistant Customer Service - CANGRAM International (Chatham) / Automotive Detailer - Reaume Chevrolet Buick GMC / Receptionist Dispatcher - CK Mechanical Heating & Cooling / Medical Office Assistant (Preventative Care) Summer Student Position - Harrow Health Centre / Houseperson - Hampton Inn & Suites by Hilton Windsor / Vault Production Associate - Aphria Inc. (Leamington) / Order Entry Assistant Scheduler - Advantage Engineering Inc. (Oldcastle) / Labourer (Seasonal) - Concreteman (Belle River) / Painter - AP Painting Solutions Ltd / Receptionist - TCI Titan Contracting Inc / Youth-In-Transition Worker - Legal Assistance Of Windsor / Forklift Operator Order Picker - Santerra Stonecraft / Child & Youth Worker - The Leone Residence for Women / Demand Planner – BASF Canada Windsor / Outdoor Support Worker - Community Support Center of Essex County / Material Inventory Control Specialist – BASF Canada Windsor / CNC Operator - Anderton Tool and Manufacturing (Oldcastle) / Caregiver Personal Support Worker - Community Support Center of Essex County / Supervisor, Contact Centre - YA Canada (Chatham) / Summer Quality Intern – FCA Canada Windsor / Office Manager - Prolann Group Inc. / Group Controller – Flex N Gate / Maintenance Mechanic Millwright - International Nutrient Technologies Ltd. / Summer Student Positions - Community Living Essex County / General Labourer - Ground Effects LTD / Visitor Services Maintenance Technician - Essex Region Conservation Authority / Human Resource Generalist Pension and Benefits – Integragram Windsor Seating / Cashier Customer Service - Windsor Husky / Server and Bartender - 14 Restaurant & Sky lounge / Packaging Manager - Bonduella Canada Inc. (Tecumseh) / Assembly - Contract Glaziers Corp. / Tour Guide & Curator's Assistant (Canada Summer Jobs Position) - Amherstburg Freedom Museum / Service Technician Delivery Person - Certified Windows and Doors / Accountant - WFCU Credit Union / Prep Supervisor - Essex Weld Solutions (Leamington) / Graphic Designer Intern – Sunset (Kingsville) / IT DATA & DIGITAL SPEC – Caesars Windsor / Total Rewards Representative – Caesars Windsor / Administrative Assistant Summer Student Position - Eye Surgeon Windsor / Car Wash Driver - Spee-Dee Auto Wash / Facilities Custodian - Windsor Mold Group / Tool Room Technician - Windsor Mold Group / Plastic Injection Mold Designer - Cavalier Tool & Manufacturing Ltd. / Offshift Machine Setup Technician - Windsor Mold Group / Operations & Maintenance Technician - Great Lakes Greenhouse (Leamington) / Crane Operator - Kingsville Stamping Limited / Team Lead Order to Cash - Hiram Walker & Sons Ltd. / CNC Machinist Or Trainee - Ramson Meta Tools / PT Park and Rec Recreation Employees – Town of Kingsville / Manager of Human Resources – Town of Kingsville / Co-op Secretary (Employer Focus) Department of Co-op, Career and Employment Services – University of Windsor / General Application PSW (LTC) - Village at St Clair / Ramp Technician – Windsor Airport YQG / Gundrill Operator - Valiant TMS / Contract Administrator - Valiant TMS / Manufacturing Supervisor – Flex N Gate (Tecumseh) / Detailer - SPM Automation (Canada) INC. / Line Cook - Woodys Bbq / NC (numerically Controlled) Machine Operator Metal Machining - Sigma Engineering (Windsor) Inc. / Machine Operator Food And Beverage Processing - Nation Wide Canning Ltd. (Cottam) / Construction Labourer And Helper - Barrineti Construction Ltd. (Kingsville) / Construction Carpenter - Barrineti Construction Ltd. / Assistant Buyer - Del Fresco Produce Ltd. (Kingsville) / Lawn And Garden Supplies Salesperson Retail - Green Valley Garden Centre (Kingsville) / Warehouse Supervisor - Del Fresco Produce Ltd. / Forklift Operator - Sunrite Greenhouses Ltd. (Kingsville) / Truck Driver - Del Fresco Produce Ltd. / Truck Driver - Capogna Flowers Inc (Kingsville) / Produce Inspector - Red Sun Farms (Kingsville) / Bread Baker - Lakeside Bakery Deli Café (Leamington) / Accounting Technician - I.P.R. Farms (Leamington) / Shipper Receiver - Presteve Foods (Wheatley)

**General Labourers – Highbury Canco**

- Highbury Canco is hiring general labourers for both their warehouse and production facilities.
- Preference will be given to candidates who have previous food processing, manufacturing, and/or fork lift experience.
- Incumbents must be willing and able to work all three shifts and must pass a standard test and interview process.
- Starting wage is $12.50 and goes up to $15 an hour after completion of a 90-working day probationary period.
• Qualified applicants are requested to send their resumes to Highbury Canco Corporation, Attn Human Resources, 148 Erie Street South, Leamington, ON N8H 0C3 or fax to 519-322-4102.
• They can also be emailed to hr@highburycorp.com.
LINK: http://windsorite.ca/2017/04/highbury-canco-is-hiring/

**Associate Senior Scientist – Accucaps Industries Inc.**

**Tracking Code**
W161013

**Job Description**
Reporting to the Research Advisor, the Associate Senior Scientist will provide and utilize technical direction and expertise throughout the entire drug development process with focus on pre-formulation studies, analytical development and optimization studies, and informal and formal stability studies. The Associate Senior Scientist – Research and Development will have a working knowledge of various aspects of implementing the drug development process in a regulated environment, including topics such as Quality by Design (QbD), Design of Experiment (DOE), and compliance with all regulatory guidelines. The Associate Senior Scientist – Research and Development will be responsible for execution of reports, protocols, providing analytical support for formulation development, investigations and laboratory work and providing technical expertise and support on multiple projects in the portfolio.

**Duties & Responsibilities:**
• Plan, coordinate, and drive the development and evaluation of new drug products, including pre-formulation excipient solubility and compatibility studies, formulation development, analytical method support including method development and validation, scale-up manufacturing and testing
• Provide technical leadership and mentoring to individuals, functional area and overall organization as required
• Ensure appropriate technical review and oversight for portfolio projects/programs as required
• Effectively communicate on a timely basis with management, other laboratories within Accucaps as well as customers to coordinate method transfers, validations, and development
• Provide analytical development guidance and mentoring to laboratory staff
• Operate under and maintain GMP/GLP conditions
• Represent functional area and projects at local, technical, governance, executive and customer meetings as required
• Understand and support Accucaps’ strategies, initiatives, expectations, processes and portfolio commitments
• Must be able to work extended hours, weekends as needed, especially when problems occur or when deadlines must be met
• Perform other duties as required

**Qualifications: Education:**
• Bachelor’s Degree in Science or related field
• Master’s Degree preferred

**Experience:**
• Minimum 3-5 years of experience in a formulations role in a lab setting
• Experience working in a manufacturing, pharmaceutical and/or GMP facility

**Skills Required:**
• Familiarity with typical formulation and analytical approaches for pharmaceutical development
• Hands on experience with analytical laboratory equipment such as HPLC and GC
• Excellent time management and organizational skills
• Requires experience in troubleshooting and problem solving
• Skilled in the use of Microsoft Office
• Strong interpersonal skills are essential in dealing with people at all levels and in a variety of functional areas; able to influence and motivate others to quickly achieve results

**Availability of Accommodations**
• Accommodations are available for applicants with disabilities throughout the recruitment process. If you are selected for an interview and require accommodations for interviews or other meetings, please advise your Human Resources point of contact or email accommodations@accucaps.com.
Administrative Assistant Customer Service - CANGRAM International

- Location: Chatham
- Placement: Full-Time
- Closing Date: 04/27/2017 - 12:38 PM

Automotive Detailer - Reaume Chevrolet Buick GMC

- (Part Time and Full Time Available)
- Windsor
- Auto Detailer
- Part time and full time roles available!
- Wages: $15/hr+
- We are a well established family owned dealership and we are currently looking for a Part Time and Full Time Auto detailer to join our growing team!

Receptionist / Dispatcher - CK Mechanical Heating & Cooling - Windsor, ON

Part-time

- CK Mechanical is a licensed and bonded full service heating, ventilation, custom sheet metal and air conditioning company.
- We offer complete emergency service 24 hours a day, 365 days a year.
- With over 15 year of experience CK Mechanical has grown into a competitive company that has developed a strong proud reputation for honesty and quality workmanship.
- We stand behind this reputation by offering 3 year warranty on our workmanship for all of our projects.
- At CK Mechanical we are committed to providing the highest level of professionalism, service response and quality workmanship to every customer.

Responsibilities Include:

- Answer phones and emails with a high quality of service.
- Schedule and Dispatch employees to different job sites.
- Perform various office related tasks.

Qualifications:

- Proficient in Microsoft Office
- Problem Solving
- Great customer service.
- Be able work independently.

- This is an excellent opportunity for the right individual to make a progressive career change with an
expanding company.

- This is a part-time position Monday-Friday between the hours 9:00 am - 3:00 pm. There is a high potential of becoming full-time for the right candidate.
- Job Type: Part-time

**LINK:**
https://ca.indeed.com/viewjob?q=all&l=Windsor,+ON&tk=1bcoj4k41d70evm&from=jajid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcoj4k41d70evm

**Medical Office Assistant (Preventative Care) - Summer Student Position - Harrow Health Centre: A Family Health Team - Harrow, ON**

$11.50 an hour - Temporary

**Position Title:** Medical Office Assistant – Preventative Care (1 -12 week student position)

**Summary:**
The Medical Office Assistant – Preventative Care (MOA) plays a vital role as a member of the Harrow Health Centre Inc: A Family Health Team. The MOA Preventative Care will primarily be responsible for scheduling and confirming patient appointments/tests/follow-ups for mandated cancer screenings. The ideal applicant for this position will be a quick learner with some knowledge of EMR software.

**Job Duties:**
- Review charts for overdue preventative care screenings
- Schedule and confirm patient appointments/tests/follow—ups
- Reminder calls to patients
- Perform reception duties including responding to telephone calls, visitors, staff
- Redirect calls or provide routine information requiring a detailed knowledge of the organization’s functions
- Share relevant information with other team members
- Update and maintain electronic medical records
- Other duties as assigned

**Requirements:**
- A full time student in a secondary, post-secondary, technical or vocational school planning to return to school full time in September 2017
- Canadian citizen, permanent resident, or person on whom refugee protection has been conferred
- Between the ages of 15 and 30 years old at the time of employment
- Ability to communicate and work effectively within a multidisciplinary team
- Working knowledge of medical terminology an asset
- Proficient in use of computers and other office equipment
- Previous experience in handling confidential or sensitive information; knowledge of applicable data privacy laws. Maintain patient and clinic confidentiality
- Able to manage time efficiently and prioritize multiple tasks
- Ability to effectively manage challenging interactions and maintain a professional manner
- Strong interpersonal skills and customer service orientation
- Ability to lift up to 20lbs.

**Compensation:**
- Hourly wage: $11.50/hr
- Hours of work: 40 hours per week
- Start date: Approximately May 23rd, 2017 (Flexible start date considered)
- Position contingent on the receipt of Canada Summer Jobs grant funding

Interested applicants please forward your resume to Julie McLean, Executive Secretary, by Friday, April 21, 2017, 4pm.

**Job Type:** Temporary

**LINK:**
https://ca.indeed.com/viewjob?q=all&l=Windsor,+ON&tk=1bcoj4k41d70evm&from=jajid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcoj4k41d70evm
Houseperson (Full-Time) - Hampton Inn & Suites by Hilton Windsor - Windsor, ON
A Houseperson with Hampton Inn & Suites by Hilton Windsor is responsible for cleaning and maintaining designated areas of the hotel and responding to guest requests in the hotel's continuing effort to deliver outstanding customer service.

What will it be like to work for this Hilton Worldwide Brand?
Hampton Hotels offer guests friendly service, clean rooms and comfortable surroundings, every time. Guests also enjoy free high-speed Internet access, free hot breakfast and more. Plus, Hampton guarantees 100% satisfaction with every stay. If you're not satisfied, we don't expect you to pay. We provide our guests with all the things they need at a great price, delivering the experience on which our guests depend. Our approachable, authentic and helpful teams genuinely connect with guests. Hampton exists to anticipate a traveler's needs, creating the edge to advance their journey.

What will I be doing?
- Clean designated areas including, but not limited to, restrooms, public areas, offices and conference rooms
- Assist Room Attendants
- Perform tasks including, but not limited to, dusting and polishing furniture and fixtures, vacuuming, mopping, sweeping, shampooing carpets, washing windows, cleaning/waxing floors, removing and disposing of trash
- Greet guests in a friendly manner
- Report maintenance deficiencies and items in need of repair, as needed
- Stock and maintain supply rooms, as needed
- Perform deep cleaning tasks and special projects (for example: mattress flipping, furniture moves, etc.), as needed
- Deliver guest requests and assist in cleaning guest rooms, as needed
- Maintain the cleanliness and maintenance of the swimming pool and hot tub.
- Must be able to lift up to 25 lbs and stand for extended periods of time.
- Must be able to work all shifts including weekends, afternoons, midnights, holidays, and at times on short notice.
If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.
Job Type: Full-time
LINK: https://ca.indeed.com/viewjob?jk=3aca9690743278e3&q=all&l=Windsor,+ON&tk=1bccoj4k41d70evm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bccoj4k41d70evm

Vault Production Associate - Aphria Inc. - Leamington, ON
$15 an hour
Job Summary:
Vault Production Associates are responsible for ensuring daily production tasks are completed efficiently, safely and securely. The job tasks of Vault Production Associates include but are not limited to bottling, weighing, labeling and packaging dried marijuana, bulk packaging, daily order processing and shipping, inventory rotation and reconciliations. Completion of all tasks are to be executed in a timely manner and within all quality parameters as specified by the quality department.
Monday through Saturday - Swing shift, 2 Weeks Days (6:30am - 3:00pm), 2 Weeks Afternoons (3:00pm - 11:30pm)
Primary Responsibilities:
• Able to work well both independently and as a team member
• Ensure the safety and productivity of all employees within the department (vault).
• Adhere to all safety and processing procedures while maintaining a clean and safe work place in accordance with all production and quality SOP’s.
• Report all incidents (inventory discrepancies, accidents, equipment failures, NCR’s, etc.) to department Supervisor or Manager immediately upon discovery.
• Confirm lot identification and reconcile inventory input and output during the bottling process.
• Thoroughly inspect in-process cannabis (from bulk storage) to identify and remove product or material that does not meet applied quality specifications prior to placing product into retail packaging.
• Ensure accuracy in data entry of weights using scanner guns and written completion of production records.
- Confirm final product labeling and inventory reconciliation.
- Perform related duties as assigned or as the situation dictates.

**Required Competencies, knowledge, skills, and abilities:**
- Develop an in depth understanding of established values and strategy of Aphria.
- Ability to rationally analyze a situation, act on an idea or make sensible decisions that are in line with the company mission.
- Effective oral and written communication skills; Good mathematical and computation skills * Ability to motivate others to meet demands established by the schedule.
- Knowledge of quality control procedures set forth by the Company.
- Operating knowledge of all available processing equipment and processes (i.e. scales, scanner guns, etc.)
- Basic understanding of computers and Microsoft programs such as Outlook, Word, and Excel

**Education & Experience:**
- Minimum of two years of production experience in a food or health product related industry
- Demonstrated experience in a production oriented position
- Completion of High School and/or Post-Secondary program preferred

**Physical Demands/Work Environment:**
- Must be able to stand for extended periods of time, and safely lift up to 25lbs
- Must have good dexterity with a keen eye for precision while conducting repetitive tasks
- Must be able to wear required Personal Protective Equipment (PPE) for extended periods of time (i.e. gloves, lab coat, hair net)
- Must be able to work in an enclosed and secure work area

Job Type: Full-time
Salary: $15.00 /hour

**Required education:**
- High school or equivalent

**Required experience:**
- Packing: 1 year

**LINK:**
[https://ca.indeed.com/viewjob?jk=64cf56017d81ac4f&q=all&l=Windsor,+ON&tk=1bcoj4k41d70evm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bc0j4k41d70evm](https://ca.indeed.com/viewjob?jk=64cf56017d81ac4f&q=all&l=Windsor,+ON&tk=1bcoj4k41d70evm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bc0j4k41d70evm)

**Order Entry / Assistant Scheduler - Advantage Engineering Inc. - Oldcastle, ON**
$16 - $19 an hour

**Order Entry / Assistant Scheduler**
Location: 2030 North Talbot
Shifts: Monday to Friday 7am to 3:30pm overtime as necessary
Pay Scale: $16-19/hour to commensurate with experience
Immediate start

**Qualifications and Duties:**
- 3-5 Years’ Experience in a manufacturing setting a MUST preferably injection molding and assembly
- Enter orders into a MRP system
- Pull orders from customer based systems and follow through to shipping of product in a timely manner as dictated by our customers
- Knowledge of EDI functionality
- Back up to scheduling (in injection molding environment preferred) willing to train the right person on this aspect but must have an understand and knowledge of manufacturing scheduling concepts
- Back up for Shipping and Receiving and Purchasing
- Must possess excellent computer skills
- Experience with NAV- Microsoft dynamics an asset
- Excellent communication/telephone skills
- Miscellaneous administrative duties as assigned
- Ability to organize and prioritize workload
• This position is in a fast paced environment and requires excellent organizational and communication skills; problem solving and customer relation skills must be in top form.
• Please apply by submitting your resume quoting the job title in the subject line of the email
• Posted: March 28, 2017
• Individual accommodation will be provided for those selected for further consideration for employment upon request
• Job Type: Full-time

Required education:
• Diploma/Certificate

LINK: https://ca.indeed.com/viewjob?jk=0ad83a30839c93d1&q=all&l=Windsor,+ON&tk=1bccoj4k41d70evm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bccoj4k41d70evm

Labourer (Seasonal) - Concreteman - Belle River, ON
$14 an hour - Full-time, Temporary
• Seeking general labourers with basic construction knowledge
• Wage from $14.00-$20.00 an hour depending on experience and abilities
• Must be willing to work evenings and weekends, and have own transportation
• Job Type: Full-time
• Salary: $14.00 /hour

LINK: https://ca.indeed.com/viewjob?jk=71d148c44e815d90&q=all&l=Windsor,+ON&tk=1bccoj4k41d70evm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bccoj4k41d70evm

Painter - AP Painting Solutions Ltd - Windsor, ON
• Looking for full time Commercial/Industrial painter immediately.
• Knowledgeable in preparing all types of surfaces to ensure adhesion of paint on product surfaces. Must be able to complete each project in an efficient and timely manner. Prolonged standing, bending, pushing, pulling and lifting.
• Able to work independently. Some travel may be possible. (all expenses paid while away)
• Wage to be negotiated depending on experience and quality of work.

MUST HAVE prior to start date:
1. Steel toe boots
2. Hard Hat
3. Valid Driver's license (G2 or greater)
Job Type: Full-time

Required experience:
• Painting: 3 years

Required license or certification:
• Drivers License G

LINK: https://ca.indeed.com/viewjob?jk=cda4830d23c643af&q=all&l=Windsor,+ON&tk=1bccoj4k41d70evm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bccoj4k41d70evm

Receptionist- TCI Titan Contracting Inc
Windsor, ON, CANADA
• Administrative and Clerical
• TCI Titan Contracting Inc is seeking a Receptionist.
• As the receptionist you will be the first point of professional contact and will provide administrative support across the organization. The successful candidate must possess excellent communication skills both written and
Youth-In-Transition Worker - Legal Assistance Of Windsor
Windsor, ON, CANADA

- Healthcare Services and Wellness
- Legal Assistance of Windsor with WEFiGHt (Windsor Essex Fights the Growth of Human Trafficking) is seeking a Full-Time Youth-in-Transition Worker
- (1 year contract with renewals and
- Potential extensions-contingent on funding)

**MINIMUM HIRING REQUIREMENTS FOR THIS POSITION:**
- Child and Youth Worker or Social Services Diploma with a minimum of two (2) years experience working with high needs/vulnerable youth and two (2) years of direct experience working in a Social Service Agency and/or equivalent
- Previous experience in working with victims of crime and/or newcomers to Canada
- Strong administrative, presentation, clinical and advocacy skills are essential

**Interested candidates are asked to submit a resume with covering letter by 4:00 p.m. Monday, April 10, 2017 to:**
Hiring Committee
Legal Assistance of Windsor
443 Ouellette Ave., 2nd Floor
Windsor, Ontario N9A 4J2
prattl@lao.on.ca

While we thank all applicants for their interest, only those selected for an interview will be contacted.

**LINK:**

Forklift Operator/Order Picker - Santerra Stonecraft - Windsor, ON
$15 an hour

- Load and unload shipments with forklift
- Unload production line & bring product to inventory
- Prepare shipments manually (by hand)
- Follow all procedures for Health and Safety
- Keep shipping/receiving areas clean
- Heavy Lifting
- Ability to work as a team or independently
- Valid Forklift License
- Must have your own transportation to & from work
- Minimum 2 years Forklift experience
- Pay Rate starting at $15 + Benefits after the end of the probation period. Overtime after 44 hours
- Job Type: Full-time
- Salary: $15.00 /hour

**Required experience:**
- Forklift: 2 years

**Required license or certification:**
- Forklift & Drivers Licence
**Child & Youth Worker - Relief Position - The Leone Residence for Women - Windsor, ON**

- We are seeking a Child & Youth Worker for two relief positions for afternoon, midnight and weekend shifts. Relief workers cover sick calls, vacations and gaps in scheduling depending on the needs of the home. Must have a degree in Child & Youth Care or a related field. Previous experience is an asset.
- Job duties include: Provide suicide and crisis intervention; Resolve conflict situations; Modelling positive coping and problem solving skills; Administrative duties; Implement life skills workshops; Supervise activities of clients; Light housekeeping duties; Food preparation

**Demand Planner – BASF Canada Windsor**

- You can be part of an inclusive team of diverse talent and character. In this diversity lies our greatest strength.

**Description**

**POSITION DESCRIPTION:** This function is responsible for converting demands (forecasts, customer orders, internal orders, etc.) into production schedules which meet the needs of the customer in a cost-effective fashion. Ensures materials and capacities are available to support schedules. Optimizes production & distribution costs and inventory investments within service constraints. Serves as key interface between Marketing/Sales and Manufacturing. The position reports to the Site Logistics Manager.

**STRATEGIC IMPORTANCE:** Maintain adequate inventory levels for North America with the objective of providing the highest level of customer service at the least total cost.

**MAJOR RESPONSIBILITIES:**

- **Master Scheduling/Finite Planning**
  - Develops Master Production plans and Finite schedules in support of inventory targets, customer service goals and manufacturing efficiencies for manufactured materials. Uses capacity planning tools to ensure valid schedules.
  - Monitor orders, stock status, and MRP exception messages in SAP to support production ensuring materials are available to implement plan. Reviews and manage all schedule change requests.
  - Identify, negotiate, and bring to resolution any demand/supply imbalances working with Marketing, Sales, Production, and Customer Service.
  - Manage Inventory levels throughout the Supply Chain, consistent with local & SBU goals, for the products the planner purchases/schedules to minimize off-spec inventory generation.
  - Recommends and pursues appropriate disposition of returned, damaged, aged and off-spec inventory.
  - Aid in inventory control, cycle counts, production inventory, recertification’s, and product transfers.
  - Develop and maintain scheduling master data in SAP (BOMs, Routings, Work Centers, Lead Times, Safety Stocks, Lot Sizes, etc.) to generate planned orders.
  - Monitor plant adherence to schedules and facilitate actions to improve.

**Responsibilities Common to All:**

- Performance Management - establish targets for Key Performance Indicators (KPIs) track performance, and take actions to improve.
- Non-conformance Management (NCM) – contact point for supply chain/logistics related non-conformances in assigned area. Responsible for investigation and settlement.
- Cross-Functional Teamwork – work with Corporate Logistics, 3PL’s, IT, and other functions within the business to improve supply chain performance.
- Sales & Operations Planning – actively support the S&OP planning process by organizing relevant data, updating KPI’s and participating in the monthly meetings by representing the supply planning function.
Identifies and implements improvements in department Supply Chain Management policies, processes and procedures.

Communication
- Effectively communicate strategy and corporate initiatives to the sales organization.
- Communicate on a regular basis with Zone Managers, Strategic Accounts Manager, Distribution Manager and Strategic Initiatives Manager to ensure the sales organization is working as a unified team.
- Communicate on a regular basis with Marketing to provide honest and timely feedback on marketing programs and initiatives.
- Communicate effectively and timely with HR to work through personnel issues.
- Work with Marketing Communications Manager to provide information for press releases, marketing communications, customer spotlights, etc.
- Communicate effectively with the sales organization regarding corporate processes.
- Pull key performance indicator (“KPI”) data and communicate to stakeholders.

Safety and Quality
- Promote and provide a safe working environment for all employees.
- Ensure all employees adhere to proper use of PPE requirements.
- Ensure all employees adhere to company physical/medical programs.
- Report all accidents and incidents into the accident reporting database in a timely manner.
- Practice the documented Quality policies and procedures as outlined in the Quality system.

MINIMUM QUALIFICATIONS:
- BA/BS degree in Business, Logistics, or related field
- Minimum of 3-5 years’ experience in Demand Management and Sales Forecasting, & Supply chain management particularly in a multi-channel supply chain environment
- Strong leadership and change management skills
- Working knowledge of Supply Chain Management concepts
- Excellent organizational, communication, collaborative and interpersonal skills
- Strong analytical skills
- Highly motivated and enthusiastic self-starter
- Works independently under general supervision
- High effective data analysis skills
- Excellent MS-Excel skills
- Working knowledge SAP
- APICS CPIM or CIRM certification or nearing completion of certification
- Knowledge of querying/database/spreadsheet applications

TECHNICAL COMPETENCIES:
- BASF Business Knowledge (General - Office, Notes, Explorer, etc...)
- Business Applications Knowledge (SAP R3 in Logistics/Supply Chain Functions)
- Contract Management
- Data Analysis
- Distribution Processes
- Foreign Trade/Import-Export
- Manufacturing Process Knowledge
- Process and Organization Structure
- Product Knowledge
- Supply Chain Planning & Operations
- Transportation Management
- Primary Location: CA-ON-Windsor
- Function: LOSC - Logistics, Supply Chain & Customer Service
- Job Type: Standard
- Shift: Day Job
- Organization: N-ECN-Coatings Solutions North America

LINK:
https://basf.taleo.net/careersection/2ca/jobdetail.ftl?lang=en&job=417116
Outdoor Support Worker - Community Support Center of Essex County - Belle River, ON

Community Support Centre of Essex County is in need of:

- Outdoor Support Worker
- Experience: Entry Level
- Hours: Part-Time/Casual
- Location: Lakeshore and Tecumseh

If you are passionate about working with seniors, we have opportunities throughout Lakeshore and Tecumseh. We are looking for Support Workers with personal experience to assist clients with the following:

- Grass cutting
- Yard rake-out
- Snow removal
- Because of our desire to make a positive impact on the seniors in our area, we will only hire those who are committed to providing our senior clients with only the most compassionate and exceptional care.
- Whether you have extensive personal experience providing lawn or garden maintenance, or have been professionally trained, we would love to hear from you!
- We offer competitive wages, a flexible work schedule and the opportunity to make a change in the lives of our senior clients.

You will also need:

- Your own transportation and reliable vehicle – as we are not on a bus route
- Valid driver’s license
- Your own equipment is preferred (lawnmower, rakes, etc.)
- Police clearance
- Experience working with seniors
- Bilingualism is considered an asset
- Only those candidates selected for an interview will be contacted.

LINK: https://ca.indeed.com/viewjob?jk=f61032b7303fb105&q=all&l=Windsor,+ON&tk=1bcfdcntr1d709rr&from=ja&alid=56c17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcfdcntr1d709rr

Material-Inventory Control Specialist – BASF Canada Windsor

You can be part of an inclusive team of diverse talent and character. In this diversity lies our greatest strength.

JOB PURPOSE:

- Administer and coordinate the communication for material movements. Execute SAP transactions involved with identification, use, and disposition of material in all inventory categories (raw materials, intermediates, and finished goods). Trains associates on scanner use for executing material movements and creates or updates standard procedures as needed. Corrects errors and ensures that accurate inventory quantities are maintained and identified in the correct location. Key interface among technical, supply chain, waste management, and production to ensure a coordinated, efficient process is used in managing material movements.

RESPONSIBILITIES:

- Yields batches and consumes materials during scanner failures, system downtime, and for materials that cannot be scanned.
- Investigates any material balances remaining in the material staging category after batch completion and executes the necessary system transactions to resolve MIA materials.
- Assists with the production database by entering cycle time, batch size, and tank and package fill details for each production batch.
- Coordinates the site cycle count program. Makes inventory adjustments during the reconciliation process as needed.
- Trains associates on scanner use. Writes scripts. Primary contact with IT support for scanners.
- Generates reports, coordinates communication, and administers the database.
- Generate and distribute month-end reports used by Accounting and other site stakeholders.
• Communicates directly with hazardous waste company for scheduling inventory disposal.
• Creates material movements in SAP's Warehouse Management System to support inventory location accuracy and achieve “put-away” and shipping efficiencies.
• Back-up to the Shipping / Receiving Specialist position at the site.

OTHER RESPONSIBILITIES:
• Initiate safe work activity in support of site safety program. Facilitate safety meetings
• Leader for material-related root cause investigation and has accountability corrective action development and execution.

SKILLS AND REQUIREMENTS:
• College Diploma or University degree preferred with 3-5 years’ work experience in inventory management.
• Solid working knowledge of SAP system, excel and access database experience is a must.
• Strong ability and affinity to work in a team atmosphere with willingness to help others.
• Strong trouble-shooting skills.
• Investigative ability including process and technical gaps.
• Development of action items, timelines and roll-out of changes needed to support inventory control measures.
• Primary Location: CA-ON-Windsor
• Function: LOSC - Logistics, Supply Chain & Customer Service
• Job Type: Standard
• Shift: Rotating
• Organization: N-ECN-Coatings Solutions North America

LINK:
https://basf.taleo.net/careersection/2ca/jobdetail.ftl?lang=en&job=415876

CNC Operator - Anderdon Tool and Manufacturing - Oldcastle, ON
Anderdon Tool and Manufacturing is currently looking for individuals to fill the following three Day shift positions:

Qualifications:
• 1 to 2 years CNC
• Ability to organize and prioritize workload
• Must possess excellent communication skills and able to follow directions
• Attendance a HIGH priority
• Attention to detail

Duties:
• Operate and set up machines to perform all machining operations
• Verify dimensions of parts machined using precise measuring instruments
• Maintain safe and clean work area.
• Please contact Mark Klem at 519-737-6246 ext.26 or apply by submitting your resume at Anderdon Tool & Mfg.
  5170 Ure Street, Oldcastle, Ontario
• Job Type: Full-time

Required experience:
• Machining: 1 year or willing to start an apprenticeship program.
• Job Type: Full-time

LINK:
https://ca.indeed.com/viewjob?jk=120ea461dd896935&q=all&l=Windsor,+ON&tk=1bcfdcntr1d709rr&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcfdcntr1d709rr

Caregiver / Personal Support Worker - Community Support Center of Essex County - Belle River, ON
Community Support Centre of Essex County is in need of:

Caregiver or Personal Support Worker
Experience: Entry Level
Hours: Part-Time/Casual
Location: Lakeshore and Tecumseh
If you are passionate about working with seniors, we have opportunities throughout Lakeshore and Tecumseh.
We are looking for Caregivers and Personal Support Workers with personal experience to assist clients with the following:

- Preparing meals
- Housekeeping
- Laundry
- Companionship

Because of our desire to make a positive impact on the seniors in our area, we will only hire those who are committed to providing our senior clients with the most compassionate and exceptional care.

- Whether you have extensive personal experience caring for a senior family member, or have been professionally trained, we would love to hear from you!
- We offer competitive wages, a flexible work schedule and the opportunity to make a change in the lives of our senior clients.

You will also need:

- Your own transportation & reliable vehicle (we are not on bus route)
- Valid driver's license
- Police Clearance
- Experience working with seniors
- Bilingualism is considered an asset

Only those candidates selected for an interview will be contacted.

LINK: https://ca.indeed.com/viewjob?jk=4b1e322367e9dd82&q=all&l=Windsor,+ON&tk=1bcfdcntr1d709rr&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcfdcntr1d709rr

Supervisor, Contact Centre - YA Canada

- Location: Chatham
- Placement: Full-Time
- Closing Date: 05/01/2017 - 02:17 PM

LINK: http://www.chatham-kent.ca/Jobs/CommunityJobs/Pages/JobDetails.aspx?id=85adb619-80d1-444e-8d76-0d31e797db01

Summer Quality Intern – FCA Canada Windsor

Apply Now
Refer A Friend
Job Number: 1027322
Location: Windsor, ON
Date Posted: 3-29-2017

- The Summer Quality Intern will work in the Quality organization at the Windsor Assembly Plant. Assignments will be project-oriented, meaningful to the department and allow the Intern to take responsibility for a major task. There will be a sense of personal accomplishment and contribution, and the chance to experience & understand the corporate business culture through work assignments and structured activities.
- The Summer Quality Intern will gain communication and etiquette skills required in business while sharing knowledge gained from recent courses, with the chance to enhance their computer skills and learn new systems and software. The assignment consists of challenging projects with specific goals, providing opportunities for personal growth and development. The Summer Quality Intern may be invited back the following year for a second internship or be considered for full-time positions in our various new hire programs in case outstanding qualities are demonstrated. During the internship, the Summer Quality Intern will have the opportunity to participate in many activities designed especially to enhance knowledge of Chrysler and our products within a corporate business environment. This opportunity is for May-August of 2017 and is full-time approximately 40 hours per week.

Basic Qualifications:
- Completion of 2nd year at an accredited university in Engineering or a technical field
- Strong interest in automotive industry
- Strong written and oral communication skills
- Exhibits strong leadership characteristics
- Problem solving experience
- Good interpersonal skills
- Ability to work well individually and in a team environment
- Interested in working within a manufacturing environment
- Computer proficient (including spreadsheet, word processing and database applications)
- Eligible to work in Canada for any employer

**Preferred Qualifications:**
- Previous intern experience
- GPA of 70% or higher
- FCA Canada Inc. is proud to extend to its employees a compensation and benefits package that is designed to retain their talent and to motivate and reward job performance. Our present compensation program provides for competitive, market based salaries, and annual vacation and holiday time off. We make available a comprehensive health care benefits plan which, depending upon the employee’s role, includes medical, dental, vision and prescription drug coverage. We also offer a disability absence plan, group and optional life insurance program, savings plan, tuition assistance, and vehicle purchase and lease discounts for certain employees, and for their family and friends.
- FCA Canada Inc. is committed to ensuring equal opportunity in employment, and supports Employment Equity programs to promote the more equitable participation of women, people with disabilities, Aboriginal Peoples of Canada, and members of visible minority groups.
- Note: Some of the benefits listed above may not apply to summer vacation replacement and temporary employees.
- FCA Canada Inc. is committed to providing accommodation for people with accessibility needs due to disabilities in all aspects of the hiring process. If you request an accommodation, we will work with you to meet your accessibility needs due to disability.

**Link:**

**Office Manager - Prolann Group Inc. - Windsor, ON**
Prolann is a growing mechanical engineering company for material handling systems and providing concepts, project layouts, installation drawings, conveyor component details, structural supports for all types of conveyor systems and automation throughout North America and the world.

**We specialize in:**
- Parcel Handling for sort systems delivering parcels for shipping and online buying;
- Baggage Handling for airports and airlines;
- Automotive conveyors, overhead systems to floor systems and special pieces of automation complete with all support structures.
- Office Manager position will be responsible for the overall process of projects through the office.
- Review of new projects scope of work, assignment to work, review schedules.
- Attend project launch/kick-off meetings brought in by sales. Sales project files will include:
  - the quoted proposal scope of work giving the direction of what we will be delivering.
  - project hours quoted for the overall project and an itemized hours schedule for different drawings being developed.
  - project schedule for what sales has sold to the customer or what the customer is requesting our target dates for drawing delivery.
- Review of each scope of work to understand Prolann’s responsibility.
- Manpower scheduling
- Understanding the engineering staff and each person’s capabilities
- Assignment of projects to projects leaders, designers, detailers and checkers.
- Staying abreast of:
• hours used on each project
• percentiles or completion to date of each project
• delivery of drawing sets to customers
• understanding the scope of work deliverables and what may be considered a legitimate extra to be able to gain additional funding on projects from the customer.
• Continual review of individual employee duties, monitoring each employee strengths and weakness to place on correct scope of work.
• Continually monitor each project to insure checking is being completed correctly, on-time to the estimated project schedule utilizing Prolann’s existing tools (percentiles chart, hours chart, etc).
• Continuous improving and review of existing procedures.
• Loading of projects to the correct manpower and using the correct procedures at all times.
• Each project is quoted as a lump sum price with a lump sum of hours. Manpower on each project is critical as each project will require a project lead, designer, detailer and a checker.
• You will be required to become very familiar with all of our customer standards and processes as well as Prolann’s standards, processes and procedures. Project teams are set up to be able to handle various size projects that are completed throughout North America and the world. You will ultimately be required to travel to customer facilities to meet with our customers and their managers to discuss their projects and to understand the details of each project, possible field check existing systems and integrate our new designs and details.
• You will work with our management team, sales, administration and engineering staff in office to schedule and complete projects so they meet and exceed Prolann’s philosophy;
• Correct, On-Time, Within Budget! and we need to keep our engineers Challenged!!!
• Candidate should have past experience managing people and projects, salary will be based on candidates past experience. A university degree in business and/or engineering. Candidate must have people and very good communication skills.
• Job Type: Full-time

Job Location:
• Windsor, ON

Required experience:
• Management & Engineering: 5 years

LINK:
https://ca.indeed.com/viewjob?jk=f6bb02b91347d1a6&q=all&l=Windsor,+ON&tk=1bcht29na27lbaa8&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcht29na27lbaa8

Group Controller – Flex N Gate
• All times are in Eastern Daylight Time.
• ID 2017-2825
• # of Openings 1
• Job Locations CA-ON-Windsor
• Posted Date 3/30/2017
• Department Accounting/Finance

Overview:
• Flex-N-Gate is a leading manufacturer and supplier of components for the automotive industry, recently ranked 10th of the 150 Top North American Suppliers in “Automotive News.” A growing and vital company, Flex-N-Gate provides a great opportunity for hard-working and skilled individuals.

Scope of the Position:
• The Group Controller oversees the financial reporting functions for a particular commodity or geographic group ensuring financial statements are accurate, complete and in accordance with the company policies. The Group Controller will provide analysis and advice to the CFO, Divisional Directors/ Vice President and Plant Management on all plant related financial matters. The Group Controller will ensure congruity between plants in terms of financial reporting by way of benchmarking and development of procedures.

Responsibilities:
• Work in cooperation with the operations staff to ensure that daily and strategic decisions are financially
judicious by working with managers on all levels. As a member of the senior management team, to ensure
strategic business decisions are consistent with the Company’s financial goals and objectives.
• Develop, implement and maintain accounting and administrative policies and procedures for a wide-ranging set
of activities including financial accounting and reporting and other corporate policies.
• Ensure compliance with all Company policies and regulatory requirements, and ensure that administrative
procedures respect audit requirements.
• Coordinate the capital expenditure planning, budgeting and forecasting processes.
• Perform an ongoing analysis of financial performance.
• Oversee all financial operations and direct corporate financial planning and structure
• Train, mentor and offer career development opportunities through management activities of staff.
• Recommend on current and future operations’ analysis and interpretation.

Qualifications:
• Master’s or Bachelor’s degree in a business, financial or related field or equivalent work experience.
• Accounting Designation (CMA, CPA, CGA)
• Business Case Analysis
• Multi-plant experience
• 10 or more years of experience in managing an accounting function in a medium- or large-size automotive
manufacturing company
• Proficiency with database applications and administration systems, specifically Microsoft Office.
• This role will be based in one of our Windsor, ON offices

Benefits:
• Medical, dental, prescription, vision, life and disability insurance; and a flexible spending account
• 401(k) retirement savings plan with company match
• Extensive safety training, new hire orientation, continuous learning and development programs and tuition
reimbursement
• Paid holidays and vacation time

LINK:
https://cacareers-flexngate.icims.com/jobs/2825/group-
controller/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&needsRdire
ct=false&jan1offset=-300&jun1offset=-240

Maintenance Mechanic/Millwright - International Nutrient Technologies Ltd. - Windsor, ON
$30.15 an hour

RESPONSIBILITIES:
To maintain facility and equipment (encapsulation machines, pumps, dryers, capsule chutes and other
encapsulation machine components as well as machines used throughout the facility) in accordance with
manufacturing instructions, Standard Operating Procedures and GMP requirements.

DUTIES AND RESPONSIBILITIES:
- to achieve pre-determined goals related to production, quality and safety.
- to follow and complete documentation required by the Director of Maintenance.
- to perform PM tasks on production equipment-to complete daily rounds procedures and day to day maintenance
operations
- to ensure Health and Safety, WSIB, GMP and SOP regulations are followed.
- to participate in process improvement studies, development projects and validation exercises.
- to check machine set-up & adjust parameters (when required).
- to rebuild pumps (floor & medicine) if required.
- to assist in special projects as required.
- to maintain a clean and organized workplace
- to investigate problems and make corrections, repairs or arranges for the repair or corrections required.
- to maintain electronic inventories of critical stock parts and repair hardware.
- to perform general maintenance, oiling and greasing, cleaning for all equipment and area.
- to perform boiler feed water and chilled water analysis.-to inspect equipment and building components and
report critical discrepancies.
-to work with encapsulation department and collects info to compile a history of faults for future reference.
-to maintain a timely supply of equipment stock parts for equipment repair and servicing.
-to maintain HVAC Systems (gas fired heating units, electric heaters, steam boilers, dryers etc.)
-to organize and maintain the department and stock in a neat and orderly appearance.
-to perform all SOP/company policies and duties as required.
-to adhere to and complete documentation/records to cGMP documentation practices.

QUALIFICATIONS AND BEHAVIORAL REQUIREMENTS:
Post secondary accompaniments and mechanical aptitude is a must in addition to:
-working knowledge of personal computer programs (i.e. Excel, Outlook, Word)
-read, write and speak English. Must be able to communicate equipment operation for training purposes.
-have mechanical and trouble shooting skills.
-ability to work in a clean and efficient manner with emphasis on detail and safety with little or no supervision.
-ability to understand and implement instructions; both written and verbal.
-will be working with electrical, vacuum, compressed air, welding, hydraulics, sheet metal and plumbing
  • Preference will be given to those with a Red Seal Qualification.
  • If you have the stated qualifications, please send your resume no later than Friday, April 14th, 2017.
  • While applications are greatly appreciated, only those selected to for an interview will be contacted.
  • Job Type: Full-time
Salary: $30.15 /hour
Job Location:
  • Windsor, ON
Required education:
  • Diploma/Certificate
Required experience:
  • Millwright: 1 year
Required license or certification:
  • Red Seal
LINK:
https://ca.indeed.com/viewjob?jk=f227b4b76f5f72bc&q=all&l=Windsor,+ON&tk=1bcht29na27lbaa8&from=ja&alid=56e17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcht29na27lbaa8

Summer Student Positions - Community Living Essex County
Temporary
Community Living Essex County is a progressive organization offering a wide range of supports and services to individuals with an intellectual disability and their families throughout Essex County. The agency employs over 700 dedicated full and part time support professionals, and will be hiring for summer student positions. If you are interested in supporting people with an intellectual disability in all aspects of their life and being part of a dynamic team please review the following eligibilities and job description.

Summer Student Positions with Community Living Essex County
To be eligible to participate in the Canada Summer Jobs initiative, individuals must:
  • Be between 15 and 30 years of age at the start of the employment;
  • Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
  • Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
  • Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Job Description
  • The summer student positions provide additional support to people with an Intellectual Disability by ensuring regular participation in community, recreational and leisure activities and providing assistance to people in their own home. The focus of community participation will be on learning, volunteering, leisure
activities and safety.

- Job Type: Temporary

**LINK:**
https://ca.indeed.com/viewjob?jk=ea398092448d9927&q=all&l=Windsor,+ON&tk=1bcht29na27lbaa8&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcht29na27lbaa8

**General Labourer - Ground Effects LTD**

- Summary: Ground Effects is looking for General Labourers to join our production team at our facilities in Windsor, Ontario. Currently Ground Effects has openings on Swing Shift (Days & Afternoons) and Midnights. You must be able to work full time, as we do not have part time positions.

**Job Description:**

- Receive daily job responsibilities from the Supervisor and carry out duties as required.
- Ensure that work is being carried out as per work instructions (including quality requirements).
- Perform work so that production requirements are met and ensure that completed work sheet is handed into shift leader.
- Ensure that all material being shipped to the customer is properly labeled and packaged as per work instructions and customer packaging specifications.
- Work in compliance of the Ontario Health and Safety Act and site policies.
- Report all workplace incidents/accidents to your Supervisor & report unsafe acts or unsafe conditions.
- Use and wear the protective clothing, equipment or devices issued for protection and ensure that they are properly maintained. Notify Supervision if any protective material, equipment or device is missing or not functioning properly.
- Adhere to housekeeping policies including 5 S initiatives.
- Other duties as required.

**Job Requirements:**

- General Labour experience in an automotive industry an asset.
- Experience in a packaging/assembly and asset.
- General understanding of Quality Systems Requirements TS 16949 an asset.
- Must be aware of quality, productivity and safety standards as it relates to the job being performed and ensure that they are consistently met.
- Must be team oriented.
- Able to work with minimum supervision.
- Must be able to work full time (40 Hours + overtime)
- Grade 12 education required.
- If you are interested in the General Labourer Position, please apply through Indeed and state if you are looking for Days/Afternoons/Midnight shift and your salary expectations.
- Ground Effects can provide accommodations for persons with disabilities upon request, so we encourage all to apply.
- Please visit www.gfxltd.com for more information.
- Job Type: Full-time

**LINK:**
https://ca.indeed.com/viewjob?jk=85f8aa8ece48be7a&q=all&l=Windsor,+ON&tk=1bcht29na27lbaa8&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcht29na27lbaa8

**Visitor Services/Maintenance Technician (Term, Part Time) - Essex Region Conservation Authority - Essex, ON**

- $11.40 - $13.48 an hour - Part-time
- The Essex Region Conservation Authority is seeking a Visitor Services/Maintenance Technician (Term, Part Time)
- Position Title: Visitor Services/Maintenance Technician (Term, Part Time)
- The Essex Region Conservation Authority is seeking Visitor Services/Maintenance Technician(s) (Term, Part Time) for performing routine facility and ground maintenance and assisting in the operation of the gate while
providing quality customer service. This position reports to the Assistant Superintendent of Holiday Beach in the Conservation Services department.

- This position is classed as ‘Term’ as the tasks associated with this position are for a limited term and will not exceed one thousand (1,000) hours in any period of twelve (12) consecutive calendar months.

Responsibilities

- Greet visitors entering Holiday Beach and sell daily and seasonal passes
- Operate cash register and be responsible for daily cash balances and sales records
- Answer questions and provide helpful information to visitors to enhance their visitor experience
- Provide consistent and exceptional customer service to visitors; maintain inventory and sell visitor convenience goods
- Ensure gatehouse is organized and neat
- Assisting with maintenance of grounds, facilities, beaches, picnic areas, and trails
- Routine landscaping, including grass cutting and trimming using power equipment
- Routine maintenance of equipment, tools and buildings
- Performs other job related duties and responsibilities consistent with the position as required.

Requirements

- Experience with computers, cash registers and debit/credit card machines
- Experience with landscaping equipment preferred
- Able to undertake and carry out a job with minimum supervision and have the ability to be resourceful
- Excellence in a customer service focused environment
- Must possess a valid “G” driver’s licence
- Valid First Aid Certificate an asset
- Moderate to heavy lifting (50 lbs) and ability to perform physically demanding tasks is required
- Provide own CSA Safety boots, rain gear, meals

Working Conditions

- Position is based on demand per week, typically 21-28 hours per week from May until October including weekend work. Must be available to work flexible hours including evenings, weekends and holidays.
- Environmental conditions: Regular outdoor work may require prolonged standing/ walking, negotiation of obstacles, and bending or stooping; and carrying equipment, with exposure to inclement weather, heat and cold, biting insects and poisonous plants such as poison ivy
- Occasional schedule changes and overtime on short notice
- Department: Conservation Services
- Union Affiliation: n/a
- Job Status: Term, Part Time (approximately 24 weeks)
- Hours of Work: Typically weekends 12:00 pm (noon) to 9:00 pm., with some weekday work
- Posting Added Date: March 30, 2017
- **Posting Closing Date: April 14, 2017**
- Posting Closing Time: 4:30 p.m.
- Positions to Fill: Two
- Progress Status: Receiving Applications
- Office Location: 360 Fairview Avenue West, Suite 311, Essex, ON N8M 1Y6
- Wage Rate: Hourly Wage Rate Range $11.40 - $13.48
- Grade: NBU, Term, Core Skills
- Contact: Beth Johnston, Finance & HR Administrator
- 360 Fairview Avenue West, Suite 311, ESSEX, ON N8M 1Y6
- ERCA is an equal opportunity employer.
- Personal information is collected in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used for the purpose of this employment opportunity only.
- We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact HR 519-776-5209 ext 357 to make your needs known in advance.
- We thank all applicants in advance, however, only those selected for an interview will be contacted.
- Job Type: Part-time
Human Resource Generalist - Pension and Benefits – Integram Windsor Seating

Group
Magna Seating

Division
Integram Windsor Seating

State/Province/County
Ontario

City
Tecumseh

Job Type
Regular

Company Introduction

• This position is for Integram Windsor Seating a division of Magna Seating.
• Magna Seating is an innovative leader in the development and manufacture of high quality complete seating systems, seat structure and mechanism solutions as well as foam & trim products for the global automotive industry. Our capabilities range from market and consumer research, full concept development, design and engineering, testing and validation to world-class manufacturing.

Job Introduction

• Administers full range of employee related service in the area of Human Resources. Customer service portion providing
• information and referrals to all employees concerning personal policies, procedures and employee related services. Will maintain and enhance a positive employee relations environment.

Major Responsibilities

• Assists in planning and implementation of company employee relations programs and activities
• Provides counsel to employees on straightforward employee related issues pertaining to Magna's Employee Charter and Employee Handbook Interpretation.
• Follow up on employee concerns in a timely manner
• Ensuring that all Benefit Administration (STD/LTD/Medical leaves, Health & Life Benefits) and Pension Plan changes are updated at all times through our Magna Peoplesoft system.
• Liaison will payroll administrators, accounting and insurance carriers
• Prepare reports as required as well as policy & procedures
• Address & resolve employee relation matters to ensure a timely resolution of HR actions/decision.
• Ensure communication between the HR and other departments is timely and complete
• Assist in the Employee Opinion Survey every 12-18 months
• Assists employees with all benefit related enquiries
• Maintains Employee Data base and employee filing system
• Assist in coordination of Company Social Activities and employee meetings
• Any other duties as assigned.

Knowledge and Education

• College Diploma in Human Resources or equivalent in training. Minimum 5 years experience in a
• Human Resources Department. Designation in Human Resources (CHRP) is an asset. Personal computer experience
• using Microsoft Word, Excel is required. The ability to analyze and solve issues and meet deadlines. The ability to interpret and apply Company policies to related events is mandatory. Must be a high energy results oriented individual. Must have strong customer focus and be able to effectively and quickly build relationships. Must be results/focused driven and have the ability to decipher information and develop concise and clear solutions. Excellent communication skills needed to effectively correspond with all employees.
Cashier/Customer Service - Windsor Husky - Windsor, ON

- We require a full time cashier/fuel attendant for our busy 24 Truck stop
- Job Type: Full-time

Server and Bartender - 14 Restaurant & Sky lounge - Windsor, ON

- Looking for full and part time servers and bartenders. Minimum 2 years server experience or 1 year fine dining. Shifts range from days, nights and weekends.
- Job Type: Part-time

Packaging Manager - Bonduelle Canada Inc. - Tecumseh, ON

The packaging manager plans, organizes, directs, controls and evaluates the operations of the Tecumseh Packaging Department, under the direction of the Plant Manager.

Key Responsibilities:
- Plans, organizes, directs, controls, and evaluates the operations of a Packaging Department
- Develops and implements plans to efficiently use materials, labour, and equipment to meet packaging production targets
- Plans and manages the departmental budget
- Establishes and maintains a high quality working environment
- Provides effective leadership to the production team to ensure a fully competent and engaged group
- Plans and implements changes to machinery and equipment, production systems, and methods of work
- Directs quality control inspection system and develop packaging production reporting procedures
- Develops equipment maintenance schedules and recommend the replacement of machines
- Ensures that all materials, labour, and equipment are used efficiently to meet production targets
- Hires, supervises, and trains or oversee training of employees in the use of new equipment or packaging production techniques

Requirements:
- Completion of a college or university program in Engineering or Business Administration
- Three to five years of supervisory experience in manufacturing are required
- Knowledge of the Occupational Health and Safety Act, Employment Standards Act, and WHMIS
- Ability to prioritize and work under the pressure of tight deadlines
- Strong leadership skills
- Must have a mindset for continuous improvement
- Experience using inventory management software would be an asset

The Company:
- Bonduelle is an established global leader in the processing, packaging and distribution of canned and frozen vegetable products worldwide and is committed to quality, safety and service excellence. There are
eight facilities in Canada and four in the United States producing canned and frozen vegetable products and offering a full range of national brand and private label products. Go to www.bonduelle.com for more company information.

- Please submit your resume by April 14, 2017

BONDUELLE CANADA – Tecumseh Human Resources
1192 Lacasse Blvd, P.O. Box 3220
Tecumseh ON N8N 2M4

- We thank all applicants for their interest, however, only those selected for interview will be contacted.
- Bonduelle is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians Disability Act will be provided upon request.
- Job Type: Full-time

LINK: https://ca.indeed.com/viewjob?jk=dc4f20da724bb149&q=all&l=Windsor,+ON&tk=1bckgklj51d7c9sf&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bckgklj51d7c9sf

Assembly - Contract Glaziers Corp. - Windsor, ON

We are looking for some outstanding new members to join our manufacturing team! If you have a positive attitude, a strong work ethic, and are interested in working for a growing, dynamic company then we may have a position for you. We offer an exceptional health & dental package, free lunch every Friday, and the opportunity to be a part of company that designs and manufactures building enclosures for amazing projects across North America.

You are encouraged to apply if you are able to:
- safely complete a variety of assigned tasks in a manufacturing setting,
- operate various hand or power tools,
- read and utilize a measuring tape,
- read / interpret shop drawings,
- be computer literate and committed to maintaining a clean and safe work area at all times.

Minimum high school diploma required, prior experience in a manufacturing setting, able to safely lift up to 40 lbs and stand / walk for long periods of time.

LINK: https://ca.indeed.com/viewjob?jk=8cccf18ac18cd6b1&q=all&l=Windsor,+ON&tk=1bckgklj51d7c9sf&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bckgklj51d7c9sf

Tour Guide & Curator's Assistant (Canada Summer Jobs Position) - Amherstburg Freedom Museum - Amherstburg, ON

$11.40 an hour - Temporary

TOUR GUIDE & CURATOR’S ASSISTANT

The Amherstburg Freedom Museum, located in Amherstburg, Ontario, is a community-based, non-profit museum that tells the story of African-Canadians’ journey and contributions, by preserving and presenting artifacts that educate and inspire. It consists of the Museum complex which houses permanent and temporary exhibits, the Taylor Log Cabin - a historic home, and the Nazrey African Methodist Episcopal Church, National Historic Site.

Commitment Required

Positions Available: 3
Duration: 9 weeks*

Hours: 40 hours per week, Tuesday through Sunday
Suggested start and end date: May 8 to August 25, 2017*

Skills

Basic computer skills, fluency in written and spoken English, willing and able to learn new information to share with visitors, friendly and well-mannered, neat and well-groomed, trustworthy with money, confident to speak before a group. Fluency in spoken French is desirable but not a requirement.

Duties & Responsibilities

Primarily, to conduct interpretive museum tours for visitors. Additionally, welcome visitors upon entry to the museum, process payment and gift shop purchases, answer phones, and provide guided tours and education programming to school groups, other tour groups, and walk-in visitors of the museum’s campus and its two historic buildings offered in English or French (if possible); National Historic Site the Nazrey A.M.E. Church and the Taylor
Log Cabin. In addition to these tasks, the incumbent will assist the Curator/Administrator and staff with day to day operations, special projects related to the care and preservation of the museum's historic artifacts, the operation of the museum's special events which aim to incorporate the celebration of Canada 150 and other duties as assigned.

Lines of Communication.
Supervision will be provided by the Curator/Administrator. The site is physically small and all work will be performed in close proximity to the supervisor.

Times Needed and Place of Work
At the museum, for 40 hours per week during the period Tuesday through Sunday.

Canada Summer Jobs eligibility requirements:
- Applicants must be between 15 and 30 years of age (inclusive) at the start of employment;
- Applicants was registered as a fulltime student during the preceding academic year; and intends to return to school on a fulltime basis during the next academic year;
- Applicant is a student in a secondary, postsecondary, vocational or technical program
- Applicant is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Applicant is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Preference will be given to members of a visible minority and fluent in both official languages, but all applicants will be considered.

Please note that this position is conditional upon funding. Only shortlisted candidates will be contacted. Interested candidates should e-mail a cover letter and resume to the posted email address.

Application deadline is April 24, 2017
* Availability and duration of the position are conditional upon approval of Canada Summer Jobs Funding

Job Type: Temporary
Salary: $11.40 /hour

LINK: 
https://ca.indeed.com/viewjob?jk=fbc90d796930c95a&q=all&l=Windsor,+ON&tk=1bckgklj51d7c9sf&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bckgklj51d7c9sf

Service technician/delivery person required ASAP $16/hr - Certified Windows and Doors - Windsor, ON

$16 an hour
- Customer satisfaction is why we exist, Employee satisfaction is what makes this happen! Join a company that is "ALL ABOUT YOU!"
- Our Service Technicians are experienced in construction, repairs, and installations of windows and doors. They are mechanically inclined, have a clean and valid driver’s license and excellent written and verbal communication skills.
- If you are looking for an opportunity that will enable you to use your experience in construction or installation and bring your customer services skills to a higher level, we can reward you with a competitive income and challenging opportunities.
- The Service Technician is accountable for meeting the needs of our installation customer by providing on site repair service or repair. Glazing, window replacement and adjustments will be part of the tasks provided to our customers and the process may involve some heavy lifting.

Responsibilities
- Make initial contact, troubleshoot repair/service issues
- Provide the excellent service Ensure customer satisfaction with service and product
- Leave the site in same/better condition than it was found
- Complete paperwork and reporting
- Create customer loyalty through excellence

Qualifications/Training:
- 1-3 years experience in the window/door industry or the construction industry
- Must possess superior organizational,
- time management and excellent communications skills, both written and verbal
• Qualified "Handy Person" will be considered
• Job Type: Full-time

**Required experience:**
• windows or construction: 1 year

**Required license or certification:**
• Drivers License G

**LINK:**
https://ca.indeed.com/viewjob?jk=25fdc30a99f9a884&q=all&l=Windsor,+ON&tk=1bckgklj51d7c9sf&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bckgklj51d7c9sf

**Accountant - WFCU Credit Union - Windsor, ON**

WFCU Credit Union is recognized as one of the leading, progressive financial organizations in Southwestern Ontario. The credit union operates in an exciting team environment comprised of individuals who are highly motivated, positive, goal driven and professional. If you are interested in joining an innovative organization that values its members, employees and the communities that we serve then this is a great career opportunity for you!

Due to our continued growth we are currently recruiting for an:

**ACCOUNTANT**

• In this new position you will oversee the key functions of the accounting/finance department including financial statement preparation, financial reporting, account reconciliation, budgeting, financial controls and payroll. In addition, you will work with the team to develop operational efficiencies to streamline processes within the organization.

• As a goal oriented individual, you will possess a university degree, an accounting designation (or in progress) and a minimum of three years of progressive experience in an accounting or audit environment. Strong analytical and problem solving skills will ensure your ongoing contributions and success at WFCU Credit Union.

• If this position is aligned with your careers goals and you are interested in pursuing this exciting opportunity with a growing organization, we want to hear from you! We appreciate the interest of all applicants, however, only those candidates selected for an interview will be contacted.

**Apply today:**
Sheila Geddes
Vice President, Human Resources
WFCU Credit Union
3000 Marentette Avenue, Windsor, Ontario N8X 4G2
careers@wfcu.ca

• WFCU Credit Union will accommodate the needs of candidates with disabilities through our recruitment process as we are made aware of these requests. The accommodation will be based on the individual needs of the job candidate.

• Job Type: Full-time

**Required education:**
• Bachelor's

**Required experience:**
• Accounting: 3 years

**LINK:**
https://ca.indeed.com/viewjob?jk=13dbf255f8f6a3c8&q=all&l=Windsor,+ON&tk=1bckgklj51d7c9sf&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bckgklj51d7c9sf

**Prep Supervisor - Essex Weld Solutions - Leamington, ON**

EWS Leamington a division of Essex Weld Solutions is currently seeking an experienced Prep Supervisor.

Essex Weld Solutions is a leading weld fabrication company servicing customers across North America in developing and supplying our customers with custom and standard automotive racking products. You will work closely with the Manufacturing Manager to develop solutions to manufacturing issues. You will lead the team to
operate conventional machinery to ensure high quality products.
You will have the stability of working for a growing company and the opportunity to work within an autonomous role.

**General Accountability**

Oversee all plant operations to ensure customer requirements are met on the plant floor in a safe and timely basis. Present a professional image of EWS Leamington with a personal commitment to the safety and well-being of all employees.

To ensure effective supervision of the work force. To assure only qualified, competent employees are hired and continuously trained to meet exceeding company and government demands.

**Safety**

- Following the daily priority sheets supplied.
- Ensure that all facets of the manufacturing process adhere to OSHA standards & Essex Weld Solutions safety standards and all rules and regulations are enforced, and correct any hazards/substandard conditions immediately upon reporting
- Assure all employees are properly trained, and adhere to all H & S rules and regulations
- Perform employee/supervisor safety observations and commend employees/supervisors for their health and safety performance
- Attend safety seminars and passing on pertinent information to fellow employees
- Conduct information sessions such as safety talks with employees on a monthly basis as a minimum
- Perform workplace inspections
- Conduct accident/incident investigations

**Manufacturing**

You will work to improve and implement continuous improvements that ensure all elements of the manufacturing process operate in a safe, timely and efficient manner.

- Following the daily priority sheets supplied.
- Assigning jobs to the hourly work force in a prompt organized fashion.
- Assuring jobs are set-up in a safe, efficient, running manner.
- Assure all employees are provided with the necessary tools to accomplish their portion of the job.
- Continuous monitoring of all facets of the manufacturing process with emphasis on improving quality, efficiency and safety.
- Assure that all problems are identified, logged and corrected prior to completing the run.

**Qualifications**

- 1-5 years Supervisory experience in a Metal Fabrication environment
- Able to read blueprints
- Able to read English proficiently
- Strong analytical and organizational skills
- Be familiar and comfortable with technology
- MS Office (Excel, Outlook, Word)
- Available to work rotating shifts
- Available for weekly overtime (up to 60 hrs/week)
- Education-minimum Grade 12 requirement
- Strong LEAN manufacturing background an asset

**Compensation & Benefits:**

- On the job training, including Health and Safety training
- Full-time permanent employment
- Wages and merit increases that are dependent on your skill level
- Ability to cross-train and grow within the company
- Competitive health and dental benefits
- Vacation time
- EWS Leamington is a family oriented company with strong ties to the community, fully supporting community involvement.
- By joining the EWS Leamington team you will have the stability of working for a growing company and the opportunity to work within an autonomous role.
Apply today and become a part of our EWS Leamington team!

EWS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected factors. To that end, upon request, EWS will ensure, to the extent possible, that accommodation be made available to applicants throughout the recruitment and hiring process.

Job Type: Full-time

Job Location:
Leamington, ON

Required experience:
Supervisory: 1 year

Graphic Designer Intern – Sunset

Requisition Number - 17-0078
Post Date - 3/30/2017
City - Kingsville

Description Primary Function:
An integral member of the Marketing team that is responsible for the creative development, production, and execution of branding & corporate marketing initiatives.

Primary Responsibilities:
• Communicating with senior team members to receive feedback
• Supporting the team throughout the execution of campaigns and projects
• Offering input to creative meetings and sharing of ideas
• Aid in ensuring a consistent and appropriate look for all SUNSET® branded projects & collateral materials
• Collaboratively work with the Marketing team in developing exciting graphics for consumer packaged goods along with ideas for print publication, website design, plan-o-gram layouts, digital animation, POP displays, tradeshows, and special events
• Assist with ongoing revisions to exiting artwork, reworking of photography, digital assets, and producing press ready materials for external suppliers
• Maintains knowledge of emerging technologies, themes, styles, and creative technique
• Assists with research on special projects and new initiatives when needed; new product development focused on brand identity
• Other duties, tasks, special projects as requested by the Director, Marketing

Position Requirements:
• Currently enrolled at a College or University in Creative design, Marketing, or Visual Arts
• Demonstrated ability to work within a complex corporate setting; works well under tight deadlines while maintaining attention to detail; Enjoys working in a fast-paced environment
• Proficient knowledge in all features of Adobe CS, HTML, Java, open source code, interactive media, video, animation, Flash, hand drawn illustration, Microsoft Office
• Can work in both Mac/PC environments
• Socially connected and web savvy; experience in blog & web development
• Excellent communication & organizational skills; can work autonomously and in a team environment
• The ability to meet deadlines in a high pressure environment
• Must possess a valid Passport and have the ability to travel

Please note: Mastronardi Produce has accommodation processes and policies in place and provides accommodation for employees with disabilities. If you require a specific accommodation because of a disability or documented medical need, please contact the Human Resource office so that arrangements can be made for the appropriate accommodation to be put into place.

LINK:
https://rt11.ultipro.ca/MAS5000/JobBoard/JobDetails.aspx?__ID=D764C27CBA1AADDCC&__jbsrc=21D8BA11-56E7-4D9B-8DC4-ACB560700EFD
JOB SUMMARY:

- Reporting to IT Data and Digital Security Manager, Windsor Casino Limited, the IT Data and Digital Security Specialist provides information security knowledge to drive and support the implementation of company Information Security strategy. Responsible for the operation and monitoring of information security technology; security incident responses and investigations; and information security governance activities.

DUTIES:

- Support the management of the company Information Security Management System. Activities will include: defining and implementing enhancements to technical security controls; defining and implementing metrics to report on information security performance; and supporting the enhancement and maintenance of information security policy and, supporting procedures and processes.
- Perform the management and operation of the security platforms (Antivirus, SIEM, WebProxy, MailProxy, etc.), ensuring that they are configured in line with information security monitoring and reporting requirements.
- Review security platform generated security alert along with operational personnel to determine initial course of action, and track it until closure.
- Act as a point of escalation for tier 1 IT Service Desk in support of information security investigations to provide guidance and oversight on incident resolution and containment techniques.
- Evaluate and follow-up all the medium to high vulnerabilities reported by external or internal security assessment.
- Handle the day-to-day management of Audit / Testing on internal controls such as user ID revalidation or tape reconsolidation, remediation where possible, and the escalation of issues.
- Safeguard business data against accidental or unauthorized modification, destruction, or disclosure.
- Monitor use of data files and regulate access to safeguard information in computer files.
- Review violations of computer security procedures and discuss procedures with violators to ensure violations are not repeated.
- Initiate continuous improvement ideas and suggestions to increase efficiencies and productivity.
- Other duties as assigned

QUALIFICATIONS:

- Minimum 3 years’ experience in the area of IT security and technology
- University degree in Computer Science or related field
- Knowledge in the implementation and/or management of an Information Security Management System
- Experience of implementing and managing various security platforms
- A sound understanding of technology, including: networks, firewalls, malware, hacking and vulnerability techniques, software development processes and agile practices
- IT security certification, such as CISSP, CISA, CCNP Security, is preferred
- Programming or application development experience is beneficial
- A keen interest in security and the need for the Confidentiality, Integrity and Availability of information and information systems to be maintained
- Analytical and objective – able to elaborate on, characterise, assess and evaluate information security concepts dispassionately and rationally
- An influencer and facilitator – able to build strong interpersonal relationships, and inform, guide and motivate individuals with due care and attention to detail
- Strong communication skills – able to explain matters that are often complex and obscure to non-specialists and, good at listening and sensitively interpreting others
- Self-motivated – demonstrating a passion for and thought-leadership in this domain
- Confident and trustworthy – keen to earn the respect and trust of, and inspire, others
- Ability to effectively prioritize and execute tasks in a high pressure environment

LINK:
https://wclonline.com:444/Careers/ViewPositionDetails.asp?SelectString=%27WCL-17-03-192%27&chkPosition0=WCL-17-03-192
Total Rewards Representative – Caesars Windsor
Part Time - Permanent - Job Posting # WCL-17-03-191

JOB SUMMARY:
Service Total Rewards guests

DUTIES:
- Enroll guests in the Total Rewards Club
- Process redemptions for Total Rewards guests
- Assist with motorcoaches as required
- Assist with other promotions as needed
- Issue sequentially controlled coupon incentives to motorcoach patrons
- Greet motorcoaches upon arrival

QUALIFICATIONS:
- Degree or diploma in marketing or related fields as determined by Windsor Casino Limited OR Grade 12 or equivalent plus 1 year related marketing experience in tourism, hotel, advertising, communications or public relations OR 2000 hours in a fully automated front line customer service position (including Reservation Clerks) in a hospitality/ gaming environment.
- Data entry skills: Alpha-numeric 6000 keystrokes per hour OR 5000 keystrokes per hour with minimum 80% accuracy (will be tested)
- Ability to communicate effectively, both verbally and in writing
- Ability to stand for the duration of the shift
- Must be able to work all shifts
- Occasional light lifting required

LINK:
https://wclonline.com:444/Careers/ViewPositionDetails.asp?SelectString=%27WCL-17-03-191%27&chkPosition0=WCL-17-03-191

Administrative Assistant - Summer Student Position - Eye Surgeon Windsor - Windsor, ON
$13 an hour - Temporary
- Summer position for University Student. Data entry, phone support, patient reminders and general clerical duties needed in a physicians office. Needs to be mature, diligent and have good phone and people skills. Starting May and ending mid to late August. 37 hours/week @ $13/hr. Position open ONLY to current University students enrolled in a Science program.
- Job Type: Temporary
- Salary: $13.00 /hour

LINK:
https://ca.indeed.com/viewjob?jk=6991e0735b266b63&q=all&l=Windsor,+ON&tk=1bcn37f8b1d7ce93&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcn37f8b1d7ce93

Car wash driver - Spee-Dee Auto Wash - Windsor, ON
$14 an hour
- Clean abstract G licence required to move cars off the line, and cleaning.
- Job Type: Full-time
- Salary: $14.00 /hour

Required license or certification:
- clean abstract G licence

LINK:
https://ca.indeed.com/viewjob?jk=5a66d374c89cf1ba&q=all&l=Windsor,+ON&tk=1bcn37f8b1d7ce93&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcn37f8b1d7ce93
Facilities Custodian - Windsor Mold Group

The Windsor Mold Group Tooling Division has been providing quality tooling solutions since 1972. Come join our growing team, thriving in a technology driven environment. We are committed to investing in people, equipment and processes. Windsor Mold offers competitive wages, overtime after 40 hours, company matched pension plan, a comprehensive benefits package, generous vacation & holidays, Employee Assistance Programs, tuition subsidies, and more!

Position: Facilities Custodian

Reports to: Maintenance Manager

Duties & Responsibilities:

- Maintain a "Tour Ready" facility at all times
- Ensure cleanliness of restrooms and common areas
- General grounds maintenance
- General plant maintenance and repair work
- Adhere to all WHMIS policies, safety policies and procedures, and safety legislation
- Perform other tasks as assigned

Required Knowledge, Skills & Abilities:

- Ability to work a swing shift and overtime as required
- Ability to lift up to 25lbs
- Ability to operate heavy equipment, i.e. floor cleaner, forklift (training provided)
- Holds a valid Ontario drivers' license
- Skillful with small power tools
- Demonstrated strength in multitasking and time management
- Demonstrated ability to work with little supervision

For more information:

Our corporate culture is centered on teamwork and our employees are our greatest asset. If you are excited to find out more about what Windsor Mold Group can offer we urge you to apply! Visit our website at www.windsormoldgroup.com for more information. Windsor Mold is committed to providing accommodations for persons with disabilities. If you require accommodation we will work with you to meet your needs. Please review our accessibility policies on our website at www.windsormoldgroup.com.

LINK:
https://ca.indeed.com/viewjob?jk=55ed221b985e07ef&q=all&l=Windsor,+ON&tk=1bcplj2ql1d7cesa&from=ja&alid=56e17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcplj2ql1d7cesa

Tool Room Technician - Windsor Mold Group

The Windsor Mold Group Tooling Division has been providing quality tooling solutions since 1972. Come join our growing team, thriving in a technology driven environment. We are committed to investing in people, equipment and processes. Windsor Mold offers competitive wages, overtime after 40 hours, company matched pension plan, a comprehensive benefits package, generous vacation & holidays, Employee Assistance Programs, tuition subsidies, and more!

Position: Tool Room Technician

Reports to: Cell Supervisor

Duties & Responsibilities:

- Selecting and building / disassembling tool assemblies and presetting tools.
- Set up and operate Zoller tool presetting equipment
- Read complex tooling prints and work to very close tolerances.
- Maintain work area and equipment in a clean, orderly and safe condition.
- Follow prescribed or standard safety regulations.
- Conduct "in-process" tooling inspections
- Inform Supervisor or Manufacturing Process Manager of all equipment malfunctions
- Properly recycle or dispose of used materials
- Organize and restock machining consumables using provided vending machines
• Perform other duties as directed by supervisor.

**Required Knowledge, Skills & Abilities:**
• Ability to work a swing shift and overtime as required
• Must understand and be able to work in both imperial and metric systems.
• Basic Microsoft Office knowledge
• Above average technical abilities
• High standard of professionalism & communication skills
• Demonstrated ability to follow direction & observe all procedures & safety policies
• Demonstrated ability to multi-task
• Demonstrated trustworthiness & reliability
• Ability to demonstrate self-motivation and teamwork

**Education & Experience:**
• Preferred experience with set up and operation of CNC Milling and/or Turning Centers
• In depth knowledge of tooling and cutting systems an asset
• High School Diploma or equivalent
• **For more information:**
  Our corporate culture is centered on teamwork and our employees are our greatest asset. If you are excited to find out more about what Windsor Mold Group can offer we urge you to apply! Visit our website at www.windsormoldgroup.com for more information.
  Windsor Mold is committed to providing accommodations for persons with disabilities. If you require accommodation we will work with you to meet your needs. Please review our accessibility policies on our website at www.windsormoldgroup.com.

**LINK:**
[https://ca.indeed.com/viewjob?jk=8d9c79e7fdee1dea&q=all&l=Windsor,+ON&tk=1bcplj2ql1d7cesa&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcplj2ql1d7cesa](https://ca.indeed.com/viewjob?jk=8d9c79e7fdee1dea&q=all&l=Windsor,+ON&tk=1bcplj2ql1d7cesa&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcplj2ql1d7cesa)

**Plastic Injection Mold Designer - Cavalier Tool & Manufacturing Ltd.**

**Mold Designer**

**Location:** Windsor, ON

**About Us:**
• Since 1975, we have been successfully servicing customers world-wide in the tooling industry. Our company has become an innovator by continuously advancing their employees, equipment, processes, services and customer base. We are comprised of a team of leaders in the Mold Making industry and pride ourselves on a great company culture, atmosphere and a family-oriented company. We are currently looking for an experienced Mold Designer.

**What We Offer:**
The position is full-time and includes over-time after 40 hours/week, competitive wages, health/dental/vision benefits, life insurance package, RRSP Plan and a signing bonus for the right candidate.

**Main Responsibilities & Duties:**
• The designing of molds according to customer requirements, specifications, and industry-accepted guidelines.
• The accurate recording of design information relative to design and build activity of molds.
• The maintaining of up-to-date job history files.
• In depth knowledge of Design for Injection Molded Plastics Technology.
• Designing of structural foam, gas assist, multi-shot, thermoset and compression molds.
• Efficient capabilities in surface creation and part development.
• Ability to create feasibilities to present solutions.
• Paying attention to detail in a fast paced environment.
• Conduct Engineering Work Order Design Changes.
• Design highly complex components, resolving technical design conflicts.
• Mentor and coach other designers.
• Verify quality to design team output.
• Lead design reviews.
• Follow OEM corporate standards and policies.
• Assess buildability, manufacturability and integration with Lead Design Engineer and Design Managers.
• Advise supervises of project status, timing, resource availability and capability.
• Assist in establishing design completion dates and timelines.

Requirements:
• Minimum 3 years’ experience as a Plastic Injection Mold Designer
• Knowledge of Unigraphics/NX
• Strong written and oral communication skills
• Ability to work well with others and independently, exhibiting teamwork skills with other engineers and designers
• Strong organization, planning and data management skills
• Advanced ability to identify issues, problems and generate solutions
• Displays attributes of a critical thinker and leverages innovative design skills
• Diploma in CAD/CAM, Mechanical Engineering or Automotive Design is an asset
• Willingness to develop and advance knowledge as industry and technology changes.
• All qualified candidates are invited to apply

LINK: https://ca.indeed.com/viewjob?jk=6c251559bb590b15&q=all&l=Windsor,+ON&tk=1bcplj2q1d7cesa&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcplj2q1d7cesa

Offshift Machine Setup Technician - Windsor Mold Group

The Windsor Mold Group Tooling Division has been providing quality tooling solutions since 1972. Come join our growing team, thriving in a technology driven environment. We are committed to investing in people, equipment and processes. Windsor Mold offers competitive wages, overtime after 40 hours, company matched pension plan, a comprehensive benefits package, generous vacation & holidays, Employee Assistance Programs, tuition subsidies, and more!

Position: Offshift Machine Setup Technician
Reports to: Machining Supervisor

Duties & Responsibilities:
• Sets up machine tools and workpieces according to specifications, tooling instructions, and standard charts
• Applies knowledge of machining methods
• Selects, positions, and secures tool in tool holder
• Positions and secures workpiece in FCS, holding device, machine table, chuck, centers, or fixtures, using clamps and wrenches
• Observes operation of machine and verifies conformance of machined workpiece to specifications using measuring instruments such as fixed gauges, calipers, and micrometers
• Maintain work area and equipment in a clean, orderly and safe condition
• Follow prescribed and/or standard safety regulations
• Inform Supervisor or Manufacturing Process Manager of all equipment malfunctions
• Perform other duties as directed by supervisor

Required Knowledge, Skills & Abilities:
• Ability to work a steady afternoon shift
• Willing to work overtime as required
• Must understand and be able to work in both imperial and metric systems
• Basic computer and Microsoft Office knowledge
• Above average technical abilities
• High standard of professionalism and communication skills
• Demonstrated ability to follow direction and observe all procedures and safety policies
• Demonstrated ability to multi-task and prioritize work
• Demonstrated trustworthiness, accountability and reliability
• Ability to demonstrate self-motivation and teamwork
**Education & Experience:**
- Preferred experience with set up and operation of CNC Milling and/or Turning Centers
- In depth knowledge of tooling and cutting systems an asset
- Knowledge of FCS Modular work holding system an advantage
- High School Diploma or equivalent

**For more information:**
Our corporate culture is centered on teamwork and our employees are our greatest asset. If you are excited to find out more about what Windsor Mold Group can offer we urge you to apply! Visit our website at www.windsormoldgroup.com for more information.

Windsor Mold is committed to providing accommodations for persons with disabilities. If you require accommodation we will work with you to meet your needs. Please review our accessibility policies on our website at www.windsormoldgroup.com.

**LINK:**
https://ca.indeed.com/viewjob?jk=b1531910c39efdb1&q=all&l=Windsor,+ON&tk=1bcplj2ql1d7cesa&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcplj2ql1d7cesa

**Operations & Maintenance Technician - Great Lakes Greenhouse - Leamington, ON**
Great Lakes Greenhouses Inc is currently looking to fulfill a full-time position for an Operations and Maintenance Technician.

- We are a vertically integrated self grown greenhouse operation that resides in Leamington, Ontario. Our team takes immense pride in being innovative leaders for the greenhouse industry and this drive for excellence has led us to become the largest cucumber greenhouses operation in North America.
- The selected candidate for this Operations and Maintenance Technician position will work directly under senior management with a team of electrical and mechanical specialists to help oversee, troubleshoot and maintain the functional operation of all the electrical and mechanical infrastructure of our 90-acre and growing, packing operation.
- In addition to supporting maintenance of operations infrastructure, priority responsibilities will be to implement, execute and maintain scheduled preventative maintenance for all plant and production equipment to ensure optimized processing efficiencies with minimal downtime relative to electrical or mechanical failure.

**Qualifications / Responsibilities**
- Leadership competency with excellent organization/planning abilities
- Strong written and verbal communication skills – must be a team player
- Ability to work with minimum supervision in a safe productive orderly manner
- Capacity to function effectively in a fast-paced working environment
- Be apart of on-call scheduling to ensure 24/7 support of greenhouse operations
- Capacity to read and understand electrical and mechanical blue prints, schematic drawings and service manuals in support of installation, assembly, integration, testing, trouble shooting and preventative maintenance to electrical infrastructure, equipment and devices
- Ability to identify, troubleshoot and present technical issues in a clear and concise manner
- Installation/integration of electrical systems to meet electrical safety standards
- Competent knowledge and understanding of electrical controls/PLC’s and programming capabilities (Alan Bradley) would be a strong asset
- Competent knowledge and understanding of mechanical, pneumatic and hydraulic systems and equipment would be a strong asset
- If you feel you meet the criteria and are looking for a challenging and stimulating working environment with the opportunity for huge personal and business growth, please submit your resume for consideration.

**Job Type:** Full-time

**Required experience:**
- Maintenance Technician: 1 year
Crane Operator - Kingsville Stamping Limited - Kingsville, ON
Kingsville Stamping has an opening for a crane operator 3 to 5 years experience required
Job Type: Full-time
Job Location:
• Kingsville, ON
Required experience:
• Crane Operator: 2 years

Team Lead - Order to Cash - Hiram Walker & Sons Ltd.
• Windsor, ON, CANADA
• Financial Services
• This position is in Windsor, Ontario.
• Hiram Walker & Sons Limited, a Pernod Ricard Company, is the place where ambition thrives. As part of a global enterprise, we are proud to be delivering the market such exciting brands as Wiser's Whisky, Polar Ice Vodka, Malibu Rum, and Lamb's rum. Let your ambition lead you toward outstanding opportunities with progressive rewards. For insight on our heritage please click
  • [http://www.youtube.com/watch?v=VaXS-oxdU5U&feature=player_embedded](http://www.youtube.com/watch?v=VaXS-oxdU5U&feature=player_embedded)
• The focus of the role is to lead the US and Canadian Credit, Accounts Receivable and Billing functions within the Process Accounting Team. Managing the performance effectiveness of the team and its individual members.

Key Responsibilities:
• OHSA - Ensure compliance of Occupational Health & Safety Act (section 25, 26, 27, and 28) per Hiram Walker & Son’s Ltd Policy- Management-Supervision-Worker Safety Responsibilities.
• Maintains and improves the daily operational effectiveness of the team in its delivery of services to its business partners.
• Responsible for reporting and analysis for internal and external customers.
• Responsible for relationship management with internal and external customers.
• Ensure policies and procedures are in place to mitigate credit risk to the business.
• Manage and measure the performance of the team and the individual members of the team by meeting regularly; providing feedback; utilizing team-based methods and tools; resolving conflict; and recruiting new members of the team.
• Maintains strong communications with internal and external customers on issues that arise, processes, policies and team.
• Prepare weekly and monthly cash flow projections.
• Reconciliation of customer accounts to the accounts receivable sub ledger as required.
• Analyze and research customer inquiries including customer invoice and payment queries by working with customers and employees.
• Provide subject matter guidance to team members in resolving various issues with customers, being the first point of contact for resolution.
• Ensure teams compliance and support various audits.
• Provide analysis to aid in decision making, as required.
• As-hoc requests and special projects, as required.

Required Skills and Abilities:
• Advanced working knowledge in an ERP system, Enterprise One preferred.
• Advanced working knowledge in Microsoft Office Excel and Powerpoint.
• 5 years’ experience in a similar environment.
• Excellent written and oral communication skills.
• Ability to work well with limited supervision and tight deadlines.
• Must have a strong and demonstrable customer service ethic.
• Strong leadership, influencing, communication and prioritization skills.
• Thank you for your interest in Hiram Walker & Sons Ltd. a subsidiary of Pernod Ricard. All resumes will be reviewed by our recruitment team and kept on file for six months in consideration for this and future opportunities. Please note that only those applicants selected for an interview will be contacted.

LINK: http://www.workopolis.com/jobsearch/job/17553091?uc=E12&sc=2.0000&sp=19&searchFragment=ak%3D%26%3Dwsr%26Ontario%26ch%3D%26cl%3D%26e%3D%26lg%3DEN%26h%3D%26pt%3D%26pd%3D%26pn%3D2%26lr%3D50%26st%3DRELEVANCE%26bj%3DJob%20Search%20Results%2C%20Cobra%26lp%3Dfalse%26dr%3D

CNC Machinist Or Trainee - Ramson Meta Tools
Windsor, ON, CANADA
• CNC MACHINIST W/ EXP. or TRAINEE
  Phone: 519-969-3144
  Email: ramson@mnsi.net

LINK: http://www.workopolis.com/jobsearch/job/17551487?uc=E4&sc=2.0000&sp=11&searchFragment=ak%3D%26%3Dwsr%26Ontario%26ch%3D%26cl%3D%26e%3D%26lg%3DEN%26h%3D%26pt%3D%26pd%3D%26pn%3D3%26lr%3D50%26st%3DRELEVANCE%26bj%3DJob%20Search%20Results%2C%20Cobra%26lp%3Dfalse%26dr%3D

PT Park and Rec Recreation Employees – Town of Kingsville

Manager of Human Resources – Town of Kingsville
LINK: http://www.kingsville.ca/employment-opportunity-detail/manager-of-human-resources

Co-op Secretary (Employer Focus) '6' in the Department of Co-op, Career and Employment Services – University of Windsor
Job Posting Number: 2017-FT-02
Employee Group:
  • Unifor 2458 Full-Time
Closing Date: Friday, April 07th, 2017 - 4:00pm
This secretarial position is one of a number of positions that contribute to the overall effectiveness of the co-operative education function of the Co-op, Career and Employment Services department. The Secretary is a key member of the frontline service team that ensures continuity, consistency, and quality of service with a focus on servicing co-op employers and supporting the Employer Relations Co-op Coordinators. The incumbent also provides information to all students regarding services available across the Co-op, Career and Employment Services department.

SUMMARY OF DUTIES:
1. Responsible for posting and/or approving Co-op positions; arranging Co-op interviews and work term assessments; producing placement letters.
2. Complete mail and email campaigns to employers informing them of co-op student availability and the hiring process.
3. Follow up with employers as directed by the Employer Relations Co-op Coordinators.
4. Maintain and update database records and files. Prepare statistical reports on the outcome of job competition and on student activity.
5. Act as the main contact for employer inquiries in the absence of coordinators.
6. Answer a high volume of telephone, email and in-person inquiries from students and employers. Provide employers with information regarding the services, interview process and deadline dates for Co-op (and career services as appropriate).
7. Be well versed in all activities of the office and assist with promotional activities such as Head Start, Windsor Welcome Week, and other events.
8. Acquire employer gifts and supplies, prepare welcome gifts and assemble packages for employers.
9. Contribute to the overall effectiveness of the Co-op, Career and Employment Services department by performing other duties as assigned.

**ESSENTIAL QUALIFICATIONS:**
The successful candidate will have:
- Strong oral and written communication skills
- Ability to be well organized, detail-oriented, and be able to demonstrate exceptional interpersonal skills and diplomacy
- Ability to work with a diverse group of individuals (faculty, staff, student, employers).
- Ability to maintain strict confidentiality
- Excellence at multi-tasking and problem solving
- Ability to operate under minimal supervision and in a team environment
- Ability to work overtime throughout the year
- Working knowledge of MS Word, MS Excel, email and internet applications with previous experience working with databases
- Willingness and aptitude to learn new systems, as well as a data entry speed of 102 NKPM (net keys per minute)

**PREFERRED QUALIFICATIONS:**
- Previous experience with co-operative education

**THE FOLLOWING TESTS WILL BE ADMINISTERED:**
Alphanumeric Canadian Data Entry, MS Word (Basic Level), Excel (Basic)

**Rate of pay:**
As per schedule `A' - Unifor 2458 FT Collective Agreement

Please forward your confidential cover letter, resume and Application for Employment, quoting the Ad reference number (2017-FT-02), no later than **Friday, April 07th, 2017 - 4:00pm**. Applicants are asked to forward their documents electronically to: employment@uwindsor.ca

We thank all applicants in advance for their interest in the University of Windsor, however, only those under consideration will be contacted.

The University of Windsor is a welcoming community that is committed to equity and supports diversity in its teaching, learning, and work environments. In pursuit of the University’s Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Sexual Minorities) are encouraged to apply and to self-identify.

If you need an accommodation for any part of the application and hiring process, please notify the Employment Coordinator. Should you require further information on accommodation, please visit the website of the Office of Human Rights, Equity & Accessibility (OHREA).

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

**LINK:**
http://www1.uwindsor.ca/employment/2017-FT-02EXT

**General Application PSW (LTC) - Village at St Clair**
- Windsor, Ontario
- Posted: April 1, 2017
- Closes: August 31, 2017 at 5:00 pm (Eastern Standard Time)
- Competition #: 34355
- St. Clair West (Joanne Potts) ~ Schlegel Villages

**LINK:**

**Ramp Technician – Windsor Airport YQG**

**LINK:**

**Gundrill Operator - Valiant TMS**
Date Posted 2017-04-02
JOB DESCRIPTION

- Study drawings and specifications to determine dimensions, tolerances and the sequence of machining operations using knowledge of shop mathematics, metal properties and the methodology and procedures of machining;
- Ensure that all lay-out lines, points and dimensions are accurately marked on the detail to be machined and that the machine is set-up in accordance with the lines, points and dimensions;
- Observe machining progress to verify conformance of the detail to specifications by using measuring instruments such as scales, calipers, micrometers and fixed gauges;
- De-burr and finish the detail after machining by filing, grinding or scraping;
- Monitor and maintain the machine and its functions as they relate to the general cleanliness of the machine, scheduled maintenance of the machine, coolant pressure, power, temperature control and the unit capacity;
- Understand the necessary tooling for specific machines to accomplish the machining process in accord with the blueprint specifications;
- A High School Graduation Diploma
- A completed or in process Apprenticeship Program and Certification in the trade by the Province of Ontario or equivalent work experience;
- A minimum of one (1) year of gundrill experience;
- An ability to work well with others as part of a team; and
- A proficiency in reading and understand blueprints, as applicable to machine

Location:
Windsor

Job Type:
Manufacturing, Other, Skilled Labour - Trades

Date Posted
2017-04-02

LINK:
http://www.jobs.net/jobs/valianttms/en-ca/job/Canada/Gundrill-Operator/J3K1F865RW0CZ8F20BN/

Contract Administrator - Valiant TMS
Date Posted 2017-04-03

The successful candidate is accountable to:

- Establish and maintain all projects in SAP for assigned divisions or groups
- Maintain job book - log of all new project awards
- Maintenance of Contract Administration Report – revenue reporting
- Review and processing of all customer PO’s – ensuring accuracy and alignment to proposal documentation and customer requirements
- Process WBS Inputs – project budgets
- Process invoicing requests
- Open/close all relevant networks
- Maintain Cash Flow Forecast with input from PM team
- Maintain purchase order tracking matrices
- Maintain project files, both electronically and in hard copy format
- Maintain assigned customer(s) Supplier Portals
- Distribute PO’s to all Valiant business units as applicable
- Respond to all RFQ requests in the customer system – both Base & ECN requests
- Create and monitor all requisitions in customer systems, including reporting as required
- Monitor general mailbox for incoming customer inquiries and quotation approvals
- Monitor the ECN process
- Assist Program Management with Change Analysis Tracking System (CATS) & Project Information Database (PID) entries as required
- Provide guidance, direction, assistance and support to the Project Management, Estimating, and Sales Teams
- Participate in project meetings as requested
- Assume other accountabilities and duties as assigned by Management
The successful candidate must possess:

- Bachelor’s Degree or equivalent experience in business environment
- Knowledge of Accounting principles and concepts
- Proficient in MS Office – particularly Excel & Word applications
- Experience with SAP is preferred
- A proven initiative, analytical ability and decision making skill to complete projects accurately and on a timely basis.
- Effective communication and organizational skills
- Ability to work with others in a team atmosphere

Location:
Windsor, Ontario

Job Type:
Accounting, Admin - Clerical, Finance

Date Posted
2017-04-03

LINK:
http://www.jobs.net/jobs/valianttms/en-ca/job/Canada/Contract-Administrator/J3H4MY651XSJF37GPKB/

Manufacturing Supervisor – Flex N Gate

- Online Campus, NA 99998
- Posted: 03/30/2017
- Job Reference #: 2822
- Job Description ID - 2017-2822
- # of Openings - 1
- Job Locations - CA-ON-Tecumseh
- Department - Production

Overview:

- Flex-N-Gate is a leading manufacturer and supplier of components for the automotive industry, recently ranked 10th of the 150 Top North American Suppliers in “Automotive News.” A growing and vital company, Flex-N-Gate provides a great opportunity for hard-working and skilled individuals.

- Scope of the Position:
  - The Manufacturing Supervisor is responsible for supervising operations to ensure production is operating in a safe, efficient, and timely manner. Responsible for productions schedules and posting of daily work assignments based upon production needs and individual strengths. Must be shop floor orientated and provide “hands-on” product/process support for all reports on a daily basis. This individual will be the driver behind product/process safety, quality, delivery and morale. Accountable for continuous improvement of assigned department as well as training and development of direct reports.

Responsibilities:

- All work must be performed in a safe, efficient manner in compliance with Company Policy, Local, Provincial and/or Federal rules and regulations and if applicable Collective Agreement.
- Communicates, Trains, guides and coaches employees to achieve operational initiatives that optimize team efforts in the manufacturing of high quality products.
- Mentors and develops lower level supervisors. Evaluates interpersonal skills, provides feedback and recommends as well as methods to improve interpersonal communications.
- Schedules and assigns personnel to work according to the demand of the manufacturing schedules.
- Continually assesses the limitations of equipment capacity and materials supply to directly make adjustments to personal for optimization of manufacturing output.
- Assesses each employee's abilities and skills to match with capabilities required for each area of the manufacturing floor.
- Continuously monitors and tracks output, manufacturing processes, labour efficiencies, direct operating expenses and quality indicators for assigned cost centers.
- Measures performance and quality.
- Drives positive results in operational Key Process Indicators.
· Establishes and builds working relationships with other departmental personnel, such as Maintenance, Engineering, Finance, Planning and Quality to meet production schedules
· Meets regularly on a formal basis with Management Team to review production results and improvement priorities.
· Performs other related tasks as assigned.

**Qualifications:**
· Bachelor’s degree in Business Management/Technical Science or equivalent Experience.
· 5 years’ experience in an automotive manufacturing environment.
· Conflict Resolution Management, Time Management.
· Strong communication, presentation, organizational, problem solving, teamwork interpersonal and leadership skills.
· Proficient computer skills.
· Effective use of technology, instruments, tools and information systems.
· Ability to seek a team approach.
· Ability to give guidance and direction as required.
· Ability to set direction, make decisions and oversee the line with little to no direct supervision.
· Solid computer proficiency and knowledge of Microsoft Office software suite.
· Availability to support/operate on off shifts as required.
· Ability to deliver business results both independently and through others.

**Benefits:**
· Medical, dental, prescription, vision, life and disability insurance
· RRSP retirement savings plan
· Extensive safety training, new hire orientation, continuous learning and development programs and tuition reimbursement
· Paid holidays and vacation time

**LINK:**
http://jobs.flex-n-gate.com/manufacturing-supervisor/job/6650755

**Detailer - SPM Automation (Canada) INC.**
Posted on April 03, 2017 by Employer Details SPM AUTOMATION (CANADA) INC.

**Job Details**
- Location Windsor, ON
- Salary $18.00 hourly for 40 hours per week
- Vacancies Vacancy
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Employment conditions Employment conditions: Day
- Job no.621537
- Source Job Bank

**Job requirements**
Languages
English

Education
College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience
1 year to less than 2 years

**Type of Drafting**
Computer-aided design (CAD)

**Specific Skills**
Write technical reports; Prepare engineering designs and drawings; Estimate costs and materials; Complete documentation packages and drawing sets
Computer and Technology Knowledge
AutoCAD; SolidWorks software; Computer-aided design (CAD)
Personal Suitability
Team player; Organized

How to Apply
By e-mail:
info@spm-automation.com
By mail:
5445 OUTER DRIVE
WINDSOR, ON N9A 6J3
Advertised until:
2017-05-03
LINK:
https://www.jobbank.gc.ca/jobsearch/jobposting/22791195

Line Cook - Woodys Bbq
Posted on April 03, 2017 by Employer Details Woodys Bbq

Job Details
• Location Windsor, ON
• Salary $11.60 to $11.60 hourly for 16 to 24 hours per week
• Vacancies
• Terms of employment Permanent Part Time leading to Full Time
• Start date 2017-03-27
• Employment conditions Employment conditions: Flexible Hours
• Job no.620047
• Source Job Bank

Job requirements
Languages
English
Education
No degree, certificate or diploma
Experience
Experience an asset

How to Apply
In person: Between 03/04/17 11:00 AM and 03/04/17 11:00 AM:
1584 Huron Church Rd
Windsor, ON N9C 2J1

Job Location:
1584 Huron Church Rd
Advertised until:
2017-05-03
LINK:
https://www.jobbank.gc.ca/jobsearch/jobposting/22790125

NC (numerically Controlled) Machine Operator - Metal Machining - Sigma Engineering (Windsor) Inc.
Posted on April 03, 2017 by Employer Details Sigma Engineering (Windsor) Inc.

Job Details
• Location Oldcastle, ON
• Salary $21.00 to $22.00 hourly for 40 to 40 hours per week
• Vacancies
• Terms of employment Permanent Full-Time
• Start date As soon as possible
• Employment conditions Employment conditions: Shift
• Job no.624501
• Source Job Bank
Job requirements
Languages
English

Education
Secondary (high) school graduation certificate

Equipment and Machinery Experience
Computer numerical control (CNC) machines

Experience
1 year to less than 2 years

Specific Skills
Operate computer controlled equipment; Read and interpret blueprints; Verify dimensions of parts machined using precise measuring instruments (e.g., micrometers, calipers); Verify machined parts for conformance to specifications using precision measuring instruments

Transportation/Travel Information
Own transportation

How to Apply
By e-mail:
tmatton@maxdie.com

Advertised until:
2017-05-03

LINK:
https://www.jobbank.gc.ca/jobsearch/jobposting/22790956

Machine Operator - Food And Beverage Processing - Nation Wide Canning Ltd.
Posted on March 29, 2017 by Employer Details Nation Wide Canning Ltd.

Job Details
• Location Cottam, ON
• Salary $12.00 hourly for 24 to 40 hours per week
• Vacancies
• Terms of employment Permanent Full-Time
• Start date 2017-05-15
• Employment conditions Employment conditions: Day, To be determined
• Job no.621703
• Source Job Bank

Job requirements
Languages
English

Education
No degree, certificate or diploma or equivalent experience

Credentials (certificates, licences, memberships, courses, etc.)
Safe Food Handling certificate

Equipment and Machinery Experience
Single function machine; Multi-functional process control machinery

Experience
3 years to less than 5 years

Additional Skills
Inform supervisor of mechanical malfunctions or product irregularities; Clean machines and immediate work areas

Work Setting
Food processing plant

Type of Operation
Canning

Specific Skills
Operate machinery to process and bottle, can or otherwise package alcoholic or non-alcoholic beverages
Own Tools/Equipment
Steel-toed safety boots

Work Site Environment
Noisy; Odours; Hot

Transportation/Travel Information
Own transportation

Work Conditions and Physical Capabilities
Fast-paced environment; Repetitive tasks; Handling heavy loads; Physically demanding; Manual dexterity; Attention to detail; Hand-eye co-ordination; Standing for extended periods; Bending, crouching, kneeling

Personal Suitability
Flexibility; Team player; Excellent oral communication

How to Apply
By mail:
P.O. Box 227, 324 Essex County Rd 34 E
Cottam, ON N0R 1B0

Advertised until:
2017-04-28

LINK:
https://www.jobbank.gc.ca/jobsearch/jobposting/22770081

Construction Labourer And Helper - Barrineti Construction Ltd.
Posted on April 03, 2017 by Employer Details - Barrineti Construction Ltd.

Job Details
• Location Kingsville, ON
• Salary $16.00 to $22.00 hourly for 40 to 44 hours per week
• Vacancies
• Terms of employment Permanent Full-Time
• Start date As soon as possible
• Employment conditions Employment conditions: Day, Start Time 08:00, End Time 17:00
• Job no.624642
• Source Job Bank

Job requirements
Languages
English

Education
Secondary (high) school graduation certificate

Experience
1 to less than 7 months

Construction Specialization
Industrial, commercial and institutional

How to Apply
By e-mail:
barrineticonstruction@bellnet.ca

By fax:
519-326-4881

In person: Between 03/04/17 8:00 AM and 03/04/17 5:00 PM:
1961 Road 3 East
Kingsville, ON N9Y 2E5

Job Location:
1961 Road 3 East

Advertised until:
2017-05-03
Construction Carpenter - Barrineti Construction Ltd.
Posted on April 03, 2017 by Employer Details - Barrineti Construction Ltd.

Job Details
- Location Kingsville, ON
- Salary $16.00 to $27.00 hourly for 40 to 44 hours per week
- Vacancies
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Employment conditions Employment conditions: Day
- Job no.624654
- Source: Job Bank

Job requirements
Languages
- English

Education
Secondary (high) school graduation certificate

Experience
3 years to less than 5 years

How to Apply
By e-mail:
barrineticonstruction@bellnet.ca
By fax:
519-326-4881
In person: Between 03/04/17 8:00 AM and 03/04/17 5:00 PM:
1961 Road 3 East
Kingsville, ON N9Y 2E5

Advertised until:
2017-05-03

Assistant Buyer - Del Fresco Produce Ltd.
Posted on March 30, 2017 by Employer Details - Del Fresco Produce Ltd.

Job Details
- Location Kingsville, ON
- Salary $50,000.00 to $70,000.00 annually for 45 to 48 hours per week
- Vacancies
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Employment conditions Employment conditions: Day, Weekend, Morning
- Job no.619371
- Source: Job Bank

Job requirements
Languages
- English

Education
- College/CEGEP

Experience
2 years to less than 3 years
**Business Equipment and Computer Applications**
MS Excel; MS Word; Internet; Database software; MS Outlook

**Specific Skills**
Select and purchase merchandise for resale; Negotiate prices, discounts, credit terms and transportation arrangements with suppliers; Maintain adequate stock levels; Establish and maintain contact with suppliers; Examine produce for quality and prepare for market; Review requirements of establishment and determine quantity and type of merchandise to purchase

**Security and Safety**
Valid passport

**Transportation/Travel Information**
Own transportation; Willing to travel; Travel expenses paid by employer

**Work Conditions and Physical Capabilities**
Fast-paced environment; Work under pressure; Attention to detail; Tight deadlines

**Work Location Information**
Rural area

**Specialization/Experience (Business sales and services)**
Sales; Buying

**Personal Suitability**
Initiative; Effective interpersonal skills; Flexibility; Accurate; Team player; Excellent oral communication; Excellent written communication; Judgement; Organized

**How to Apply**
By e-mail: suzyd@delfrescoproduce.com
By fax: 519-733-5290
In person: Between 03/04/17 9:00 AM and 03/04/17 5:00 PM:
1414 Seacliff Drive
Kingsville, ON N9Y 2M2

**Advertised until:**
2017-04-29

**LINK:**
https://www.jobbank.gc.ca/jobsearch/jobposting/22778032

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**Lawn And Garden Supplies Salesperson – Retail - Green Valley Garden Centre**
Posted on March 29, 2017 by Employer Details - GREEN VALLEY GARDEN CENTRE

**Job Details**
- Location Kingsville, ON
- Salary $14.00 hourly for 30 to 44 hours per week
- Vacancies
- Terms of employment Seasonal Part-Time
- Start date As soon as possible
- Employment conditions Employment conditions: Day, Weekend, Morning
- Job no.621966
- Source: Job Bank

**Job requirements**
Languages
- English

Education
Secondary (high) school graduation certificate

**Experience**
- Will train

**Weight Handling**
Up to 23 kg (50 lbs)
Type of Product
Flowers and plants

Specific Skills
Greet customers and discuss type, quality and quantity of merchandise or services sought for purchase, rental or lease; Prepare merchandise for purchase, rental or lease; Assist in display of merchandise

Transportation/Travel Information
Own transportation

Work Conditions and Physical Capabilities
Fast-paced environment; Repetitive tasks; Handling heavy loads; Standing for extended periods

Personal Suitability
Effective interpersonal skills; Flexibility; Team player; Excellent oral communication; Dependability; Reliability; Organized

How to Apply
By e-mail: greenvalleyfarms@live.ca
In person: Between 03/04/17 9:00 AM and 03/04/17 4:00 AM:
2025 Talbot Road
Kingsville, ON N9Y 2E4
Advertised until:
2017-04-28
LINK: https://www.jobbank.gc.ca/jobsearch/jobposting/22771884

Warehouse Supervisor - Del Fresno Produce Ltd.
Posted on March 29, 2017 by Employer Details - Del Fresno Produce Ltd.

Job Details
• Location Kingsville, ON
• Salary $13.00 to $17.00 hourly for 44 to 60 hours per week
• Vacancies
• Terms of employment Permanent Full-Time
• Start date As soon as possible
• Employment conditions Employment conditions: Day, Evening, Weekend, Early Morning, Morning
• Job no.619381
• Source Job Bank

Job requirements
Languages
English

Education
Secondary (high) school graduation certificate

Experience
1 year to less than 2 years

Business Equipment and Computer Applications
MS Excel; MS Windows; MS Word; Inventory control software; MS Outlook

Weight Handling
Up to 13.5 kg (30 lbs)

Work Setting
Warehouse

Workers Supervised
Shippers and receivers; Production clerks

Specific Skills
Train workers in duties and policies; Resolve work related problems; Prepare and submit reports; Establish work schedules and procedures; Ensure smooth operation of computer equipment and machinery; Conduct performance reviews; Co-ordinate activities with other work units or departments; Arrange for maintenance and repair work; Arrange training for staff
Security and Safety
Bondable; Criminal record check

Transportation/Travel Information
Own transportation

Work Conditions and Physical Capabilities
Fast-paced environment; Work under pressure; Handling heavy loads; Attention to detail; Tight deadlines

Ability to Supervise
More than 20 people

Personal Suitability
Initiative; Effective interpersonal skills; Flexibility; Accurate; Team player; Excellent oral communication; Excellent written communication; Judgement; Reliability; Organized

How to Apply
By e-mail: hr@sunritegreenhouses.com
By fax: 519-733-5290
In person: Between 03/04/17 9:00 AM and 03/04/17 5:00 PM:
1414 Seacliff Drive
Kingsville, ON N9Y 2M2

Advertised until:
2017-04-28

LINK:
https://www.jobbank.gc.ca/jobsearch/jobposting/22769132

Forklift Operator - Sunrite Greenhouses Ltd.
Posted on March 29, 2017 by Employer Details - Sunrite Greenhouses Ltd.

Job Details
- Location Kingsville, ON
- Salary $13.00 to $16.00 hourly for 40 to 55 hours per week
- Vacancies
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Employment conditions Employment conditions: Day, Evening, Weekend, Early Morning, Morning
- Job no.619314
- Source Job Bank

Job requirements
Languages
English

Education
Secondary (high) school graduation certificate

Credentials (certificates, licences, memberships, courses, etc.)
Forklift Operator Certification

Experience
1 year to less than 2 years

Additional Skills
Ship orders

Weight Handling
Up to 13.5 kg (30 lbs)

Work Setting
Warehouse

Specific Skills
Wrap goods; Operate a variety of equipment to load, unload and move materials and products; Load, unload and move products and materials by hand or with basic material handling equipment; Organize and maintain inventory
Security and Safety
Bondable; Driving record check (abstract); Criminal record check

Work Site Environment
Hot; Cold/refrigerated

Transportation/Travel Information
Own transportation

Work Conditions and Physical Capabilities
Fast-paced environment; Repetitive tasks; Handling heavy loads; Physically demanding; Attention to detail; Hand-eye coordination; Large workload

Personal Suitability
Team player; Excellent oral communication; Dependability; Reliability

How to Apply
By e-mail: bruceb@sunritegreenhouses.com
By fax: 519-733-5290
In person: Between 03/04/17 9:00 AM and 03/04/17 5:00 PM:
1414 Seacliff Drive
Kingsville, ON N8H 3V6
Advertised until:
2017-04-28
LINK: https://www.jobbank.gc.ca/jobsearch/jobposting/22768139

Truck Driver - Del Fresco Produce Ltd.
Posted on March 29, 2017 by Employer Details - Del Fresco Produce Ltd.

Job Details
• Location Kingsville , ON
• Salary $13.00 to $17.00 hourly for 40 to 55 hours per week
• Vacancies
• Terms of employment Permanent Full-Time
• Start date As soon as possible
• Employment conditions Employment conditions: Day, Evening, Weekend, Early Morning, Morning
• Job no.619309
• Source Job Bank

Job requirements
Languages
English

Education
Secondary (high) school graduation certificate

Credentials (certificates, licences, memberships, courses, etc.)
Air Brake (Z) Endorsement

Documentation Knowledge
Accident or incident reports; Maintenance and repair reports; Inspection report (pre-trip, en-route, post-trip); Bill of lading

Education
Completion of high school

Experience
1 year to less than 2 years

Weight Handling
Up to 13.5 kg (30 lbs)

Specific Skills
Load and unload goods
Security and Safety
Bondable; Driving record check (abstract); Criminal record check

Own Tools/Equipment
Steel-toed safety boots

Transportation/Travel Information
Valid driver's licence

Work Conditions and Physical Capabilities
Handling heavy loads; Attention to detail; Sitting; Large workload

Essential Skills
Reading text; Document use; Numeracy; Writing; Oral communication; Working with others; Problem solving; Decision making; Job task planning and organizing; Finding information; Computer use; Continuous learning; Significant use of memory

Type of Trucking and Equipment
Straight truck (4,600kg+ or 10,000lbs+ with 3+ axles)

Transportation/Travel Experience
Local

Personal Suitability
Effective interpersonal skills; Flexibility; Team player; Excellent oral communication; Reliability; Organized

How to Apply
By e-mail:
hr@sunritetgreenhouses.com

By fax:
519-733-5290

By mail:
1414 Seacliff Drive
Kingsville, ON N9Y 2M2

In person: Between 03/04/17 8:30 AM and 03/04/17 5:00 PM:
1414 Seacliff Drive
Kingsville, ON N9Y 2M2

Advertised until:
2017-04-28

LINK:
https://www.jobbank.gc.ca/jobsearch/jobposting/22768144

Truck Driver - Capogna Flowers Inc
Posted on March 27, 2017 by Employer Details - Capogna Flowers Inc

Job Details
• Location Kingsville, ON
• Salary $17.00 to $20.00 hourly for 40 to 50 hours per week
• Vacancies
• Terms of employment Seasonal Full-Time
• Start date 2017-04-17
• Employment conditions Employment conditions: Day
• Job no. 619749
• Source Job Bank

Job requirements
Languages
English

Education
No degree, certificate or diploma

Credentials (certificates, licences, memberships, courses, etc.)
Driver's License (Class 3 or D); Driver's License (Class 1 or A); Air Brake (Z) Endorsement; AZ class license
Produce Inspector - Red Sun Farms
Posted on March 28, 2017 by Employer Details Red Sun Farms

Job Details
- Location Kingsville, ON
- Salary $14.00 to $16.00 hourly for 30 to 48 hours per week
- Vacancies
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Employment conditions Employment conditions: Day, Weekend
- Job no. 618488
- Source: Job Bank

Job requirements
Languages
- English

Education
- Secondary (high) school graduation certificate or equivalent experience

Experience
- Experience an asset

Work Conditions and Physical Capabilities
- Attention to detail; Ability to distinguish between colours; Sitting; Walking

Product Inspection Experience
- Fresh produce

Personal Suitability
- Judgement; Organized

How to Apply
Bread Baker - Lakeside Bakery Deli Cafe
Posted on March 31, 2017 by Employer Details Lakeside Bakery Deli Cafe

Job Details
- Location Leamington, ON
- Salary $12.00 to $15.00 hourly for 35 to 40 hours per week
- Vacancies
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Benefits: Benefits: Group Insurance Benefits
- Employment conditions Employment conditions: Weekend, Flexible Hours, Early Morning, Start Time 00:00, End Time 08:00
- Job no.623368
- Source Job Bank

Job requirements
Languages
English

Education
Registered Apprenticeship certificate or equivalent experience

Credentials (certificates, licences, memberships, courses, etc.)
Baker Trade Certification

Experience
2 years to less than 3 years

Additional Skills
Organize and maintain inventory

Work Setting
Large volume bakery

Specific Skills
Prepare special orders; Inspect kitchen and food service areas; Ensure that the quality of products meets established standards; Bake mixed dough and batters; Prepare dough for pies, bread, rolls and sweet goods, batters for muffins, cookies and cakes and icings and frostings according to recipes or special customer orders; Operate machinery

Transportation/Travel Information
Own transportation

Work Conditions and Physical Capabilities
Fast-paced environment; Work under pressure; Repetitive tasks; Handling heavy loads; Physically demanding; Manual dexterity; Attention to detail; Hand-eye co-ordination; Ability to distinguish between colours; Standing for extended periods

Ability to Supervise
1 to 2 people

Work Location Information
In shop

Food Specialties
Donuts and muffins; Desserts and pastries; Breads and rolls

Personal Suitability
Accurate; Team player; Excellent oral communication; Client focus; Dependability; Judgement; Reliability
How to Apply
Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

By e-mail: hr@lakesidebakery.com
By fax: 519-326-6606

In person: Between 03/04/17 7:00 AM and 03/04/17 4:00 PM:
286 Erie Street East
Leamington, ON N8H 3C5

Advertised until:
2017-04-30

 LINK:
https://www.jobbank.gc.ca/jobsearch/jobposting/22782502

Accounting Technician - I.P.R. Farms
Posted on March 31, 2017 by Employer Details - I.P.R. Farms

Job Details
- Location Leamington, ON
- Salary $25,350.00 to $36,075.00 annually for 40 hours per week
- Vacancies
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Employment conditions Employment conditions: To be determined
- Job no.623158
- Source Job Bank

Job requirements
Languages
English

Education
College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

Experience
2 years to less than 3 years

Business Equipment and Computer Applications
Database software; Accounting software

Personal Suitability
Flexibility; Accurate; Team player; Excellent written communication; Dependability; Reliability; Organized

How to Apply
Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

By e-mail: hriprfms@gmail.com
By fax: 519-326-6702

Advertised until:
2017-04-30

LINK:
https://www.jobbank.gc.ca/jobsearch/jobposting/22780332

Shipper-Receiver - Presteve Foods
Posted on April 01, 2017 by Employer Details - Presteve Foods
Job Details
- Location Wheatley, ON
- Salary $15.00 to $16.00 hourly for 44 hours per week
- Vacancies
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Benefits: Medical Benefits, Dental Benefits, Life Insurance Benefits
- Employment conditions Employment conditions: Day, Evening, Night, Weekend, Shift, Overtime
- Job no. 624021
- Source: Job Bank

Job requirements
Languages
- English

Education
No degree, certificate or diploma

Credentials (certificates, licences, memberships, courses, etc.)
- Forklift Operator Certification

Education
- Some high school

Equipment and Machinery Experience
- Dollies and hand trucks; Pallet lifters

Experience
- 1 year to less than 2 years

Weight Handling
- Up to 45 kg (100 lbs)

Specific Skills
- Unpack goods received; Supervise material handlers and helpers; Schedule distribution of goods; Route goods to appropriate storage areas; Record shortages and reject damaged goods; Prepare bills of lading, invoices and other shipping documents; Pack goods to be shipped; Oversee loading and unloading of goods; Inspect and verify incoming goods against invoices or other documents; Assemble containers and crates; Affix identifying information and shipping instructions on shipments

Security and Safety
- Criminal record check; Basic security clearance

Transportation/Travel Information
- Own transportation

Work Conditions and Physical Capabilities
- Fast-paced environment; Repetitive tasks; Handling heavy loads; Physically demanding; Standing for extended periods; Bending, crouching, kneeling

Essential Skills
- Reading text; Document use; Writing; Oral communication; Working with others; Problem solving; Decision making; Critical thinking; Finding information; Continuous learning; Significant use of memory

How to Apply
By e-mail:
- payroll@prestevefoods.com

In person: Between 03/04/17 9:00 AM and 03/04/17 4:30 PM:
- 20954 Erie Street South
  Wheatley, ON N0P 2P0

Advertised until:
- 2017-04-15

LINK:
- https://www.jobbank.gc.ca/jobsearch/jobposting/22786313