

Jobs Summary: Follow Up Analyst – FCA Canada Windsor / Human Resources Generalist - Magna Closures & Mirrors / Cosmetics Manager Trainee – Shoppers Drug Mart (Essex) / Cosmetics Manager – Shoppers Drug Mart (Essex) / Program Coordinator in the Centre for Executive & Professional Education – University of Windsor / Special Service Desk Associate Order Picker – Home Depot / Full Time Grocery Position - NO FRILLS (Essex) / Licensed Auto Body Technician Painter Apprentice - Southern Collision (Kingsville) / General Labourer - Windsor Industrial Services (Oldcastle) / Parts Counterperson - Windsor Chrysler / Internal Bookkeeper Time and Billing Administrator - Collins Barrow Windsor / Delivery Driver - A&L Auto Recyclers / Graphic Designer with Print Shop Experience – A & A Associates Printing and Design Inc. / Office Manager Bookkeeper - Archon Architects Incorporated / Licensed Mechanic - Ezee Wheelz Auto Sales and Service / Store Supervisor - Ammex Global Marketplace / Wash Bay Attendant - Rafih Automotive Group / Lift Truck Technician Mechanic - Nemak of Canada Windsor / General Labourer - Quick Draw Tarpaulin Systems / Medical Office Assistant - Cardiology Clinic of Windsor Tecumseh Cardiac Centre / Mold Maker -Reliable Mold Services / Inventory Shipping Receiving Administrator - Orangeline Farms Limited (Learnington) / Analytical Accounting Assistant - Jamieson Laboratories Ltd. / Java Developer Paid Internship - PartsAvatar.ca (Work from Home) / PSW LCW – Bayshore / Telemarketing Agent - Sentry Windows & Doors / QC Data Processor - A V Gauge & Fixture Inc. (Oldcastle) / Project Coordinator - Eagle Press & Equipment / Auto Processor Scrap Metal Worker - A&L Auto Recyclers / Receiving Quality Inspector - Pure Hothouse Foods Inc. (Learnington) / Grower Assistant - Amco Farms Inc (Learnington) / 2017 Summer Student Positions – Town of Kingsville / Director, Clinical Practice - Windsor Essex Community Health Centre / Review Counsel in the Department of Community Legal Aid – University of Windsor / Web Design Developer - Baron Championship Rings / CNC Operators & Programmers & Tool & Die Makers & Apprentices -Nominal Machine Tool / Robot Programmer - Valiant TMS / Adult Day Program Coordinator – Alzheimer Society of Windsor Essex County / CNC 5 Axis Operator – Mega Mold International / Manager, Power Plant - Hiram Walker & Sons Ltd Corby Spirit and Wine (Windsor) / Shipper Receiver - Centerline (Windsor) Ltd. / Receptionist - Ferrera Income Tax / Account Manager - Centerline (Windsor) Ltd. / Registered Nurse Telehealth - Sykes Assistance Services Corporation (Windsor) / Hydroponics Operator - Amco Group Inc Amco Farms Amicone Greenhouse (Leamington)

Follow Up Analyst – FCA Canada Windsor

Apply Now

Refer A Friend

Job Number: 1024313 Location: Windsor, ON Date Posted: 1-5-2017

The Follow up Analyst's position is a highly analytical position that involves material forecasting, planning and follow up in order to ensure just in time delivery of parts to the manufacturing facility. The Follow up Analyst will be responsible for material analysis, managing inventory of assigned parts, liaising with suppliers, work autonomously in a fast paced, high volume environment, and be available to work all three (3) shifts.

Basic Qualifications:

- Bachelor's degree required
- Proven ability to problem solve and present solutions independently
- Analytical and process driven
- Excellent communication skills, both verbal and written
- Delivers as a way of life
- Excellent computer skills
- Must be legally eligible to work in Canada

Preferred Qualifications:

- Previous materials / inventory control experience in an industrial manufacturing setting
- High level of personal commitment who routinely goes above and beyond
- Lean manufacturing experience
- 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.

http://find.fcagroupcareers.com/en-CA/Job-Details/Follow-Up-Analyst/Windsor-ON/xjdp-jf409-ct100240-jid64674575

Human Resources Generalist - Magna Closures & Mirrors

- Group Magna Closures & Mirrors
- Division Windsor Modules
- State/Province/County Ontario
- City Windsor
- Job Type Regular

Company Introduction

• Magna Closures & Mirrors, an operating unit of Magna International, is one of the world's leading suppliers of innovative closure systems and modules as well as offers a variety of exterior and interior mirror systems to the global automotive industry. Windsor Modules (a Division of Magna Closures) is a Tier 1 supplier in the automotive industry.

Job Introduction

• Responsible for the day-to-day activities related to Recruitment, Performance Management, Compensation and Benefits, HRIS, Training & Development, Disability Management and general Employee Relations to ensure improved quality of work life for all employees, in accordance with the principles of the Magna Employee's Charter and the Framework of Fairness Agreement.

Major Responsibilities

•Ensures regular MBWA (Management By Walking Around) and available presence

• Manages all hourly non-management staffing activities including the preparation of job postings, maintenance of requisitions, conducting internal and external searches, interviewing candidates, making hiring recommendations to managers, providing feedback to candidates, wage analysis and the preparation of all employment offers and related paperwork.

•Coordinate temporary agency recruitment, including sourcing candidates and maintaining required documentation.

•Administer the benefit program for all hourly and salary employees in accordance with Magna, Windsor Modules and Benefit Provider guidelines.

• Responsible for all aspects of disability claims management (STA and LTD)

• Develops and facilitates HR related training and conducts presentations as needed.

•Participates in the development and continual updating of company policies, programs and the Employee Handbook in accordance with legislated requirements.

•Ensures the effective implementation of Windsor Modules employee orientation programs.

• Participates in the Hotline procedure, including Hotline administration and investigation.

• Prepares month-end charts and reports for QOS measurables (as assigned) in a timely manner.

•Conducts exit interviews with departing employees.

•Ensures effective and accurate administration of employee records, including, but not limited to: organization charts, training, benefit and general employee information both in employee files and related employee database systems (ie. HRIS, Magna HRIS and HR databases).

•Ensures excellent customer service both internally and externally at all times.

• Performs all duties in accordance with TS16949 and ISO 14001.

•Strong focus on continuous improvement

•Assistance to the health and safety function when necessary

•Maintains safe working practices and compliance with the provisions of the Occupational Health & Safety Act and Regulations.

Knowledge and Education

- Minimum completion of post-secondary education with a focus in Human Resources
- C.H.R.P. designation, or working toward the designation

Work Experience

• Minimum 3 - 5 years related Human Resources experience

Skills and Competencies

• Excellent interpersonal and customer service skills.

- Excellent communication skills at all levels (written and verbal)
- Excellent organizational skills and ability to multi-task and prioritize in a fast paced environment.
- •Sound ability to work independently with minimal supervision.
- •Strong problem solving and decision making skills.
- Strong negotiation and conflict resolution skills.
- •Strong analytical ability.
- Excellent presentation and facilitation skills.

•Sound computer skills in word processing, spreadsheet and presentation graphics applications.

LINK:

https://global3.recruitmentplatform.com/syndicated/lay/jsoutputinitrapido.cfm?component=lay9999_jdesc100a&id=Q AXFK026203F3VBQBV7797962&nPostingID=20482&nPostingTargetID=54319&mask=magnaexsb&lg=EN

Cosmetics Manager Trainee – Shoppers Drug Mart (Essex)

- Essex County ON Canada
- Job Id: 1076125
- Store Number: 9012-SDM
- Position Type: Full Time

JOB DESCRIPTION:

- This is a Cosmetics Manager in training position. Applicants must be flexible to work in a store located in Essex County.
- This is a beauty career that is more than skin deep. Lead a team of beauty experts, drive cosmetics sales through unbiased advice on products, and consult with customers in your community.
- A leading retailer in Canada, Shoppers Drug Mart has locations in most cities and towns, large and small, and local pharmacist owners looking to build their store team with people who take ownership and find more ways to care.
- Join a locally owned and operated store to help deliver health, beauty and convenience services in your community, by keeping the customer at the centre of everything you do.

Are you an individual who:

- Has a natural eye for inner and outer beauty?
- Wants to provide service and advice that is friendly, unbiased and unparalleled?
- Has an entrepreneurial spirit and consultative sales approach?
- · Is passionate about running your own department?

- Is personable and outgoing and likes to make people feel better about themselves?
- If so, then a management career with one of the leading beauty and cosmetics destinations in Canada may be for you. You will be selling the top cosmetics brands in North America and the world, with access to extensive training in cosmetic product knowledge to ensure your team's success, and you will have the chance to become a local beauty expert and leader in the store and your community.

A successful Cosmetics Manager:

- · Manages the human and financial resources of the store's Cosmetics department
- · Ensures that the store's Cosmetics department objectives are achieved
- · Recruits qualified Cosmeticians and oversees on-boarding and training
- · Provides leadership, coaching and performance management
- · Develops an annual promotional calendar and local community marketing outreach plan
- · Communicates cosmetics goals to staff
- Ensures exceptional customer service and retail beauty clienteling
- Stays up to date on with products and promotions, and guides their staff to continually learn

QUALIFICATIONS:

- · 3 years of proven cosmetics sales expertise
- · 2 years of retail management expertise
- Excellent makeup and cosmetic application knowledge (through experience or makeup artistry)
- · Excellent organizational, planning and time management skills
- Strong coaching/mentoring skills
- · Ability to manage and deliver financial objectives

Desired:

- · Experience as a Makeup Artist or education in makeup design
- · Past experience as a Cosmetician, Beauty Advisor, Counter Manager or Skin Care Specialist
- Strong team motivator, adaptable to changing initiatives and goals
- · Demonstrated understanding of merchandising
- Keen interest in maintaining knowledge of health, fashion and beauty

WORK HOURS:

• Flex schedule - some weekends and evenings

ADDITIONAL POSITION DETAILS:

- Accommodation is available upon request for applicants and employees with disabilities.
- Requisition Number: 1076125

LINK:

https://jobs.shoppersdrugmart.ca/job/SHOPA005O143967/Cosmetics-Manager-Trainee?jobsource=mediacorp&utm_source=mediacorp&utm_mediacorp&utm_campaign=mediacorp-feed

Cosmetics Manager (CM) – Shoppers Drug Mart (Essex)

Essex County ON Canada Job Id: 1082417 Store Number: 9012-SDM Position Type: Full Time JOB DESCRIPTION:

****This is a Cosmetics Manager in Training opportunity. Candidates must be flexible to work anywhere within Essex County****

Work in store as a Cosmetics Manager.

- This is a beauty career that is more than skin deep. Lead a team of beauty experts, drive cosmetics sales through unbiased advice on products, and consult with customers in your community.
- A leading retailer in Canada, Shoppers Drug Mart has locations in most cities and towns, large and small, and local pharmacist owners looking to build their store team with people who take ownership and find more ways to care.

• Join a locally owned and operated store to help deliver health, beauty and convenience services in your community, by keeping the customer at the centre of everything you do.

Are you an individual who:

- Has a natural eye for inner and outer beauty?
- Wants to provide service and advice that is friendly, unbiased and unparalleled?
- Has an entrepreneurial spirit and consultative sales approach?
- · Is passionate about running your own department?
- Is personable and outgoing and likes to make people feel better about themselves?
 - If so, then a management career with one of the leading beauty and cosmetics destinations in Canada may be for you. You will be selling the top cosmetics brands in North America and the world, with access to extensive training in cosmetic product knowledge to ensure your team's success, and you will have the chance to become a local beauty expert and leader in the store and your community.

A successful Cosmetics Manager:

- · Manages the human and financial resources of the store's Cosmetics department
- Ensures that the store's Cosmetics department objectives are achieved
- · Recruits qualified Cosmeticians and oversees on-boarding and training
- · Provides leadership, coaching and performance management
- · Develops an annual promotional calendar and local community marketing outreach plan
- · Communicates cosmetics goals to staff
- · Ensures exceptional customer service and retail beauty clienteling
- Stays up to date on with products and promotions, and guides their staff to continually learn

QUALIFICATIONS:

- · 3 years of proven cosmetics sales expertise
- · 2 years of retail management expertise
- Excellent makeup and cosmetic application knowledge (through experience or makeup artistry)
- · Excellent organizational, planning and time management skills
- · Strong coaching/mentoring skills
- · Ability to manage and deliver financial objectives

Desired:

- · Experience as a Makeup Artist or education in makeup design
- · Past experience as a Cosmetician, Beauty Advisor, Counter Manager or Skin Care Specialist
- · Strong team motivator, adaptable to changing initiatives and goals
- · Demonstrated understanding of merchandising
- · Keen interest in maintaining knowledge of health, fashion and beauty

WORK HOURS:

• Flex schedule - some weekends and evenings

ADDITIONAL POSITION DETAILS:

- Accommodation is available upon request for applicants and employees with disabilities.
- Requisition Number: 1082417

LINK:

<u>https://jobs.shoppersdrugmart.ca/job/SHOPA005O143966/Cosmetics-Manager--CM-</u> <u>?jobsource=mediacorp&utm_source=mediacorp&utm_medium=mediacorp&utm_campaign=mediacorp-feed</u>

Program Coordinator - International Tentative Classification "III" in the Centre for Executive & Professional Education – University of Windsor

Job Posting Number: 2017-13-01

- Employee Group:
 - <u>CUPE 1393</u>

Closing Date: Friday, January 13th, 2017 - 4:00pm

As part of a team, the Program Coordinator (International) is responsible for assisting in the coordinated delivery of one or more of the international programs offered by the Centre for Executive and Professional Education (CEPE) through

the evaluation of international transcripts and associated admissions documentation. The incumbent works closely with the CEPE program team to facilitate a candidates' student experience within his/her program. The Program Coordinator assists in the execution of the division's academic recruitment campaign by performing customer relationship management tasks, program development, enhancement, and execution. In the absence of a Program Administrator(s), he/she acts in a limited capacity to address immediate student, instructor, or academic partner needs.

ESSENTIAL QUALIFICATIONS:

 Undergraduate degree in a related field; or post-secondary education plus relevant equivalent experience as determined by the Department.

- Professional experience in academic program coordination, including program implementation
- Experience delivering services and support towards English-language learners, or to individuals whose first language is not English.
- Demonstrated experience in the evaluation of domestic and international transcripts, degrees, and mark sheets
- Understanding of language proficiency requirements, testing, and available pathway programs.
- Strong teamwork and customer service skills
- Ability to work under pressure, prioritize and multi-task within a self-directed environment
- Excellent organization skills, including the demonstrated ability to prioritize tasks.
- Demonstrated strong interpersonal skills
- Ability to maintain confidentiality
- Demonstrated attention to detail
- Advanced user's knowledge of Microsoft Office, including Excel and Word
- Advanced user's knowledge of databases, such as Microsoft Access, and the use of a constituent relationship management system to strengthen business relationships.

PREFERRED QUALIFICATIONS:

- Familiarity with graduate level education
- Experience in international program coordination and student recruitment
- Experience utilizing the University of Windsor's Faculty and Staff SIS & business intelligence systems
- An understanding of University of Windsor procedures related to graduate admissions

Rate of pay:

Tentative Classification "III" per Schedule A of the collective agreement

Please forward your confidential cover letter and resume, quoting the Ad reference number (2017-13-01), no later than Friday, January 13th, 2017 - 4:00pm. Applicants are asked to forward their documents to:

employment@uwindsor.ca

OR

Department of Human Resources, University of Windsor

401 Sunset Avenue Windsor, ON N9B 3P4

We thank all applicants in advance for their interest in the University of Windsor, however, only those under consideration will be contacted. Applications submitted through employment agencies will not be considered 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/2017-13-01

Special Service Desk Associate/Order Picker – Home Depot

- Job Number: 126837br
- City, Province: Windsor, Ontario •

- Home Depot Location: Windsor East
- Department Name: D31 Special Services
- Employment Status: Full-Time
- Last Date to Apply: 2017-01-14
- It can be a smile, remembering a name, or maybe even just a wave at the end of the day. Perhaps it's an unwavering desire to know about every product and service found within our walls and on our shelves. But whatever it is for you, we want to empower you to feel confident in unleashing it. Because at the Home Depot, the world's largest home improvement retailer, we know that the difference in our associates is what makes the difference for our customers. Discover how you can help others achieve their home improvement dreams. Apply to work at The Home Depot today.

Job Description

- Service Desk associates are responsible for following through on all Customer Order Management (COM) orders from beginning to end and until the customer is satisfied including but not limited to special order, install and website orders. They ensure that customers receive both the products they ordered and the services they requested in a timely and accurate manner. Service Desk associates demonstrate a high level of customer service orientation by acting as a liaison between customers, the Project Support Centre, Kitchen Designers, other The Home Depot associates, vendors, installers, and third party delivery agents.
- Service Desk associates demonstrate extensive knowledge of all programs and services offered by The Home Depot including but not limited to installation services, design systems, COM and company policies and procedures. They use this knowledge to resolve issues, assess customer needs, guide customer decisions and coordinate all order related activities, in partnership with the Project Support Centre, delivery companies, vendors and service providers in a timely and professional manner.
- Each associate has the responsibility of providing a safe working and shopping environment by following all safety policies & standards, completing specified safety training, immediately correcting hazards & unsafe conditions or reporting conditions to the Manager On Duty (MOD), and working safely as not to endanger themselves, co-workers, vendors, or customers.

Primary Tasks and Responsibilities

- Make customers number one priority with every interaction, in person or over the phone by follow the Customer FIRST model.

- Provide friendly and courteous customer service by responding to customer inquiries regarding store layout, location of merchandise and services provided in store Keep customers informed regarding the life cycle of an order. This includes modifications or concerns and also ensuring that customers with installation projects are aware of the "Terms and Conditions".

- Assist customers with credit card application and inquiry processes.

- Follow the customer escalations process with installation services to resolve issues that arise during order life cycle. Proactively identify customers who need help, and escalate customer complaints or concerns to the Department Supervisor (DS), Operations Assistant Store Manager (OPS ASM), Specialty Assistant Store Manager (SASM), MOD, Store Manager (SM) or District Services Manager (DSM) as required. This may include contacting the DSM to arrange a site visit (if necessary) to assess/validate rework requirement.

- Manage and complete all order follow up dashboard tasks using COM.

- Follow up with the Project Support Centre, vendors and/or service providers as required to assist customers.

- Drive Sales - Assist with building quotes that require use of design systems including but not limited to 20/20, myCD etc. Demonstrate ability to sell any order type and close the sale.

- Drive leads and measures in store and follow up on overdue Install (I) and Furnish & Install (F&I) leads in the Lead Management system.

- Ensure in-stock items for installation orders are pulled and organized, and coordinate delivery of materials and merchandise to the customer's job site.

- Schedule/prioritize all deliveries for the store and communicate availability and/or limitations to fellow associates so that the best possible service is maintained by setting realistic expectations.

- Check and confirm special orders received in the store, including processing changes and cancellations.

- Process special order changes and reschedule pick up appointments when customers reach out to the store.

- Process refunds and reorders for special order reworks, and chargebacks on install reworks and assist with RTV process including reconciling chargebacks.

- Work with specialty sales associates to provide coaching and additional training as a follow up to COM variances.

- Cashier trained – accurately collects cash, cheque or charge payments from customers. Scans merchandise and

operates Point of Sale systems. Processes customer returns.

- All other duties as assigned by store management.

Minimum Qualifications, General Skills and Knowledge

• Must meet minimum time in position requirements and Performance Management code of "V2" (Valued Associate - Well Positioned)

- The knowledge, skills and abilities, typically acquired through the completion of a high school diploma and/or GED.
- \cdot ~ Strong problem solving and analytical skills and the ability to work independently
- · Must enjoy interacting with customers, associates and vendors to be able to deal effectively with conflict
- · Strong organizational and time management skills and ability to manage numerous projects simultaneously
- PC skills in Word, Excel & PowerPoint required
- Experience in SAP Score platform preferred
- · Excellent verbal and written communication skills
- · Ability to work a flexible schedule including evenings and weekends
 - Thank you for applying to The Home Depot Canada. If helping people comes to you as naturally as smiling, then our customer-facing career opportunities may be a perfect fit you. Please note applications will only be accepted online and only those candidates under consideration will be contacted. The Home Depot Canada is committed to diversity and is an Equal Opportunity Employer.

LINK:

http://jobs.homedepotjobs.ca/job-special-service-desk-associateorder-picker-126837br#summary

Full Time Grocery Position - NO FRILLS

- Essex, ON, CANADA
- Retail In-Store
- Benefits & Perks
- Position: Full-time Clerk

Responsibilities:

- Train and motivate staff
- Delegate and prioritize workload for staff
- Effectively merchandise advertising and promotional programs
- Maintain up to date information about market trends and competitor activities
- Receiving, handling and storing of product to achieve optimal results
- Ensure proper product rotation as required
- Ensure pricing integrity
- Maintain store cleanliness to appropriate standards
- Any other duties that may be required to ensure courteous friendly service, competitively priced products, and a store that meets and maintains the hygiene standards specified.

Qualifications/Experience:

- Demonstrated understanding of critical success factors for the no frills concept as a discount food store focusing on low price image.
- Demonstrated understanding of a full time clerks' impact on store performance in the following ways:
- merchandising to appropriate no frills standards
- maintaining and ordering proper inventories, including being familiar in dealing with direct suppliers and having knowledge of their products
- checking invoices for proper product / pricing / quantities
- maintaining cleanliness to appropriate standards
- Excellent communication skills
- Demonstrated Customer focus

- Ability to manage people
- Ability to work with minimal functional direction
- Must be able to lift using work safe guidelines
- Open availability with the ability to work varying shifts, including weekends and evenings
- Demonstrated accountability for entire store in the absence of a manager:
- key carrying / alarm responsibilities
- loss prevention
- health and safety
- Thank you for your interest, however only qualified applicants selected for interview will be contacted.
- At Jeff's no frills, we are committed to creating a diverse and inclusive workplace. If you are contacted by us regarding a job opportunity or interview, please advise if you require accommodation.
- Jeff's no-frills is an equal opportunity employer.

http://www.workopolis.com/jobsearch/job/17412101?OMAlert=Y&cid=EM%7CB2C%7CJA%7CJA%7CEN%7C56e85ba563 4f9a21342409a7%7CRECONH1116sal

Licensed Auto Body Technician / Painter / Apprentice - Southern Collision

- Kingsville
- Skilled Trades and Labour
- LICENSED AUTO BODY TECHNICIAN / PAINTER / APPRENTICE
- Please send resume to <u>southerncollision@inbox.com</u> or Fax 519-733-5100 Call 519-733-6100

LINK:

http://www.workopolis.com/jobsearch/job/17419207?uc=E4&sc=2.0000&sp=5&searchFragment=ak%3D%26l%3Dwind sor%2Contario%26ch%3D%26cl%3D%26e%3D%26lg%3Den%26ih%3D%26pt%3D%26pd%3D%26pn%3D1%26lr%3D50%2 6st%3DRELEVANCE%26bj%3DJob%20Search%20Results%2C%20Cobra%26lp%3Dfalse%26dr%3D

General Labourer - Windsor Industrial Services - Oldcastle, ON

\$14 an hour

• Experienced General Labourers with industrial shop environment experience. Own transportation is a must as not on a bus route. Duties may include; assisting Painter with prep; tape, sand, and grind steel prior to paint, moving metal carts in and out of paint booth, heavy lifting up to 50 lbs, forklift and crane experience General shop cleanup, other shop duties as needed. Start immediately. Afternoon Shift 3:15 pm - 11:30 pm Monday to Friday. Weekends and overtime as needed.

LINK:

https://ca.indeed.com/viewjob?jk=78aa43be90bf56c2&q=all&l=Windsor,+ON&tk=1b5o5l3nv1dafdtc&from=ja&alid=56c e17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Parts Counterperson - Windsor Chrysler

Parts Counterperson

- Responsible for Wholesale/Retail as well as Internal parts specifying.
- Must have automotive parts experience with dealership experience preferred, will consider candidates from other automotive parts stores as well.
- Job Type: Full-time

Required experience:

• Parts specifying

LINK:

https://ca.indeed.com/viewjob?jk=5df3c482e958c06c&q=all&l=Windsor,+ON&tk=1b5o5l3nv1dafdtc&from=ja&alid=56c e17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Internal Bookkeeper/Time and Billing Administrator - Collins Barrow Windsor, LLP - Windsor, ON

Internal Bookkeeper/Time and Billing Administrator

Collins Barrow is one of the largest firms of chartered accountants in Canada with 45 offices and over 1275 partners and staff. We offer the opportunity to pursue your accounting career in a large firm.

Your primary responsibilities include:

- Time and Billing administration involving entry and month end reports to Partners
- Internal monthly bookkeeping including monthly financial statements and HST returns
- Payroll summarization, journal entries and fixed asset schedules
- Preparation of invoices for partners as required
- Accounts payable and Accounts receivable
- Reports to National office

A successful candidate will have:

- Post-secondary diploma or degree.
- Minimum 3-5 years' work experience in a professional services work environment in a similar role.
- Excellent interpersonal relations and demonstrated ability to work with others effectively in teams.
- Excellent written and verbal communication skills.
- Excellent prioritizing and organizational skills to handle multiple projects with conflicting deadlines.
- Proficiency in sage/simply, word, excel, and outlook.
- Ability to pay close attention to detail, as well as being comfortable working in a fast paced/growing environment.
- Experience in dealing with sensitive and confidential information.
- Strong commitment to professional client service excellence.
- Previous accounting experience an asset.
- Demonstrated enthusiasm for continuous learning relevant to the role.

Application Information:

We offer a very competitive salary and benefits package based on experience and qualifications and the opportunity to excel in a dynamic public accounting environment.

We thank all applicants for their interest but only those candidates selected for an interview will be contacted.

Job Type: Full-time

Required education:

Diploma/Certificate

Required experience:

- Internal Bookkeeping: 3 years
- Time and Billing: 3 years

LINK:

https://ca.indeed.com/viewjob?jk=dc79827c0c4b40c7&q=all&l=Windsor,+ON&tk=1b5o5l3nv1dafdtc&from=ja&alid=56c e17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Delivery Driver - A&L Auto Recyclers - Windsor, ON

Education Requirements:

• High school or equivalent

Experience:

One year delivery driving, Valid G License

Main duties:

- Maintain truck by completing daily pre-trip inspections which are to be logged
- Performing routine maintenance and cleaning on truck interior and exterior
- Fueling truck daily and maintaining all other fluid levels as well as tire pressure.
- Organizing invoices, work orders and return merchandise authorizations
- Maintain daily driver manifest and delivery records
- Gathering, cleaning and inspecting parts
- Reporting any issues or concerns regarding parts and deliveries

- Loading and unloading auto parts into and out of a truck by various means (hand, lift truck, cart or power tail gate)
- Safely and responsibly driving delivery routes through Windsor and surrounding area
- Obey traffic laws
- Plan routes to maximize efficiency
- Communicating with management and fellow staff members throughout the day
- Representing A&L during individual part deliveries
- Dealing directly with customers (Customer service)
- Providing invoices and collecting payments
- Obtaining customer signatures on all delivery receipts
- Picking up part returns and cores to be recycled at our facility
- Placing cores in proper locations upon arrival back at our yard
- Job Type: Full-time

Job Location:

- Windsor, ON
- **Required education:**
 - High school or equivalent

Required experience:

• Driving: 1 year

Required license or certification:

• Driver's License

LINK:

https://ca.indeed.com/viewjob?jk=1fcc05dabf3a4c7c&q=all&l=Windsor,+ON&tk=1b5o5l3nv1dafdtc&from=ja&alid=56ce 17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Graphic Designer with Print Shop Experience – A & A Associates Printing and Design Inc. - Windsor, ON

\$15 an hour

- We are looking for an experienced graphic designer with extensive work experience in a print shop setting. We need someone who can hit the ground running on the very first day and therefore relevant work experience is very important. You must have a diploma in graphic and web design, good work ethics and be customer friendly.
- This is a full time position with 30 to 40 hours per week. Apply with cover letter, reference and resume.
- Job Type: Full-time
- Salary: \$15.00 /hour

Required education:

• Diploma/Certificate

Required experience:

• Graphic Design: 3 years

LINK:

https://ca.indeed.com/viewjob?jk=97f56ade16980df9&q=all&l=Windsor,+ON&tk=1b5o5l3nv1dafdtc&from=ja&alid=56c e17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Office Manager/Bookkeeper - Archon Architects Incorporated - Windsor, ON

Responsibilities include:

- General Office Duties: Willingness to perform a wide variety of administrative and financial tasks
- Perform various accounting functions (A/R; A/P; Payroll; Bank Reconciliations; General Journal Entries; etc.)
- WSIB; Government Remittances; T4's

Required Experience includes:

- 3-5 years Bookkeeping experience
- Proficient in Sage50/Simply Accounting is preferable
- Experienced in MS Office; Word, Excel and Adobe Acrobat

- Applicant must be enthusiastic, organized, detail oriented with the ability to handle multiple tasks and able to work independently
- Problem solving skills

Compensation & Hours include:

- Monday through Friday from 8:00am to 5:00pm
- Remuneration commensurate with experience
- Benefits
- If you are qualified and interested in this opportunity, please submit your resume and cover letter with Full Time Office Manager/Bookkeeper in the subject line.
- Please note that all applicants will be reviewed however, only those selected for an interview will be contacted.
- Job Type: Full-time

LINK:

https://ca.indeed.com/viewjob?jk=36f163a066450440&q=all&l=Windsor,+ON&tk=1b5o5l3nv1dafdtc&from=ja&alid=56c e17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Licensed Mechanic - Ezee Wheelz Auto Sales and Service - Windsor, ON

- We are looking for a licensed mechanic for our busy service garage who will work closely with our service manager. Must be able to work on all types of vehicles. Competitive wage and benefits.
- Job Type: Full-time

LINK:

https://ca.indeed.com/viewjob?jk=58b4088a55f445a1&q=all&l=Windsor,+ON&tk=1b5o5l3nv1dafdtc&from=ja&alid=56c e17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Store Supervisor - Ammex Global Marketplace - Windsor, ON

The duty free store on the Ambassador Bridge Plaza is one of the most exciting places to work in Windsor. Our store provides visiting guests with a unique shopping experience. Our offerings include designer fragrances from around the world, fine crystal, exquisite jewelry handcrafted by renown designers, clothing and accessories, and of course premium spirits and cigars.

• Ambassador Duty Free is currently seeking a **Supervisor** to become part of this fast paced, growth oriented company and to help drive the future success of the organization. We want an individual that can create a dynamic work environment that energizes the team to deliver a World Class shopping experience to our Customers. We are looking for a person with strong business acumen that understands merchandising, inventory management and what financial levers to pull to deliver a strong return on investment to the shareholders.

Job Responsibilities Include but Are Not Limited To:

- Create a vision for the employees of the shopping experience you want to create
- Coaching, developing, counseling, and disciplining store employees.
- Enforcing store policies and procedures to ensure operations are in compliance with legal requirements.
- Overseeing availability of merchandise by maintaining store inventories
- Develop a thorough understanding of all of our offerings to determine if we are carrying best in-class products.
- Strategically displaying store items and running sales promotions to increase store profitability.
- Creating and maintaining a safe and clean work environment for employees and customers
- Identifying current and future customer requirements by establishing rapport with customers and vendors.
- Ensuring each guest receives excellent customer service.

The ideal candidate should possess the following:

- A Business related degree preferred, but not required
- Previous store management and retail experience
- Proficient with Inventory Management/POS Software or similar software
- Strong Microsoft suite skills, especially excel
- Purchasing experience

- Problem solving, decision making, and analytical skills
- Excellent multi-tasking and organizational skills
- Must be cross trained in each position within the store to be able to assist when needed
- Strong employee relations skills to handle employee issues and customer complaints
- Physical ability to stand for extended periods of time and move merchandise if necessary
- Ability to work a flexible schedule including nights, weekends, and holidays
- Ambassador Duty Free offers an attractive base salary; bonus and benefits package including medical, dental, 401K, paid vacation time and upward mobility within the organization
- Please contact the Ambassador Duty Free Store regarding the need for accommodation in the hiring process
- If you are an energetic, self-motivated individual with the drive to become part of a growing enterprise, please reply with an attachment of your resume.
- Job Type: Full-time

Required education:

• Bachelor's

LINK:

https://ca.indeed.com/viewjob?jk=ced953a6861654be&q=all&l=Windsor,+ON&tk=1b5o5l3nv1dafdtc&from=ja&alid=56 ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Wash Bay Attendant - Rafih Automotive Group - Windsor, ON

\$11.40 an hour

- Reports to Service Manager
- Washes dealership vehicles
- Vacuum's vehicles
- Details cars
- Empty garbage and recycle containers on a regular basis
- Maintains safe work environment
- Other duties as assigned
- 44 hours per week with uniforms provided
- Full benefits after 6 months
- Clean drivers abstract required
- Job Type: Full-time
- Salary: \$11.40 /hour

Required education:

• High school or equivalent

Required license or certification:

G2 Driver's license required

LINK:

https://ca.indeed.com/viewjob?jk=3fcaab3ce85c4b1b&q=all&l=Windsor,+ON&tk=1b5o5l3nv1dafdtc&from=ja&alid=56c e17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Lift Truck Technician / Mechanic - Nemak of Canada

Windsor

A **Powered Lift Truck Technician** inspects, diagnoses and repairs lift truck equipment. Powered lift trucks are powered through electric motors or internal combustion engines designed to lift and transport material.

- inspects, diagnoses and services powered lift truck systems, including: electrical, steering, braking, hydraulic, frames, transmissions, drive axles, suspension, and wheels and lifting systems pertaining to powered lift truck equipment
- diagnoses and services drive units and control systems in electric vehicles
- troubleshoots and repairs powered lift truck internal combustion engines
- uses safety techniques for lifting, rigging, blocking, and lockout devices

- operates hand, power, specialized, precision, and electronic service tools to make required repairs
- prepares estimates, work plans and communicates with customers on problems and repairs
- understands ,trouble shoots and repairs associated hydraulic systems
- Certificate of Qualification required
- other duties as assigned

https://ca.indeed.com/viewjob?jk=9b4624d87bb63ec6&tk=1b5o5l3nv1dafdtc&from=jarecjobs&alid=56ce17c7e4b0595 83b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

General Labourer - Quick Draw Tarpaulin Systems - Windsor, ON

Assist in general maintenance and upkeep of buildings, grounds, and equipment. Responsible for maintaining electrical, plumbing, mechanical, and related systems.

Duties:

- Assist in setting up and dismantling uncomplicated equipment.
- Lifting, handling and preparing light weight materials.
- Assists in performing routine and scheduled maintenance of properties including but not limited to, Painting, drywall, electrical and yard maintenance
- Assists with general repairs such as painting, patching walls, security hardware, hanging shelves and landscaping.
- Adhere to company procedures
- Report any maintenance problems
- May be assigned to work at other company properties / locations
- Any other duties as requested by management.

Shift

Monday to Friday 7:00am - 3:30pm

Benefits

Dental, Health and Vision after 90 days

*Please note that public transportation is not available.

Job Type: Full-time

Required education:

• High school or equivalent

Required experience:

• Use of basic hand tools: 1 year

LINK:

https://ca.indeed.com/viewjob?jk=6f2242c84f7c9e8c&q=all&l=Windsor,+ON&tk=1b5q555kf1dafe2m&from=ja&alid=56 ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Medical Office Assistant - Cardiology Clinic of Windsor / Tecumseh Cardiac Centre - Tecumseh, ON

- Looking for an experienced Medical Office Assistant for a Cardiology Clinic. Applicant must have knowledge
 of Medical Terminology as well as experience in the medical field. Please email resume or bring in person
 to 2224 Walker Rd Suite 368 (Monday or Thursday) or 13278 Tecumseh Road E Suite 207 (Tuesday,
 Wednesday or Friday)
 - Job Type: Full-time

Required experience:

• Medical Office: 1 year

LINK:

https://ca.indeed.com/viewjob?jk=d19b4faa57021d9d&q=all&l=Windsor,+ON&tk=1b5q555kf1dafe2m&from=ja&alid=5 6ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Mold Maker - Reliable Mold Services - Windsor, ON

\$50,000 a year

- Mold maker candidate must be self motivated. Must be able to work in groups and alone unsupervised. Individual should be able to identify all mold components and accessories. Duties will include repairs, engineering changes and manufacturing of plastic injection molds. Spotting and handwork an asset. Apprenticeship and schooling programs available.
- Job Type: Full-time
- Salary: \$50,000.00 /year

Required education:

- High school or equivalent
- **Required license or certification:**
 - Driver's Licence

LINK:

https://ca.indeed.com/viewjob?jk=f1d7e351397daa3d&q=all&l=Windsor,+ON&tk=1b5q555kf1dafe2m&from=ja&alid=5 6ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Inventory Shipping/Receiving Administrator - Orangeline Farms Limited - Leamington, ON We currently have a position open for a Inventory Shipping/Receiving Administrator Responsibilities

- Conducting a physical produce inventory count daily matching to computerized inventory
- Investigate and issues with produce inventory
- Reporting to the Sales force the available inventory
- Compile inventory report
- Prepare and complete various forms, reports and checklists of shortages and overages
- Assist with production allocation
- Record and compare identifying information and counts of incoming and outgoing items against bills of lading, work orders and other records within the company software
- Assist with customs, organizing freight and invoicing
- Assist with work order entry
- Back up to Sales Administration position for vacation coverage
- Answering the door for visitors
- Assist other departments as required
- Other duties as assigned

Skills Required

- Communication with cross-functional teams
- Excellent customer service
- Ability to multi task
- Attention to detail
- Ability to organize and prioritize
- Knowledge of Microsoft office and Outlook
- Excellent typing and data entry skills
- Ability to work Monday through Saturday

If you have ambition, initiative and drive and want to be part of a dynamic team and full benefits, please forward your resume and salary expectations in confidence

Job Type: Full-time

Job Location:

- Leamington, ON
- **Required education:**
 - High school or equivalent

Required experience:

• Administration: 1 year

- Inventory Control: 1 year
- Shipping and Receiving clerk: 1 year

https://ca.indeed.com/viewjob?jk=6d7b68f110d3a1a4&q=all&l=Windsor,+ON&tk=1b5q555kf1dafe2m&from=ja&alid=5 6ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Analytical Accounting Assistant - Jamieson Laboratories Ltd. - Windsor, ON

Contract

Analytical Accounting Assistant - Full Time Contract (6 months) - Windsor, ON Company Overview

Founded in 1922, Jamieson Laboratories is the leading manufacturer, marketer and distributor of vitamins, mineral and supplement products in Canada. The company's branded product line, Jamieson, is the number one brand in it's category in Canada. The company also manufactures and distributes product through international markets, select private label and contract manufacturing clients.

As one of Canada's oldest and largest manufacturers, marketers and distributors of natural vitamin, mineral and supplement products, the Jamieson brand is synonymous with vitamins in Canada. Jamieson was recognized as "Canada's Most Trusted Vitamin Brand" by Reader's Digest for six consecutive years since 2010. The iconic brand has built strong multi-generational consumer trust through it's continued focus on natural, high-quality, pure and potent formulas that are safe and efficacious. The company is located in Toronto and Windsor, ON, and Burnaby, BC.

Overall Responsibilities

The incumbent will be responsible for the review and analysis of inventory variance accounts and inventory adjustments. Additionally, the incumbent will compose product-costing, facilitate month end close and additional projects, as assigned.

The candidate will be responsible for the following:

- Review, report and investigate costing variances from production documents and purchased receipts on a weekly basis
- Adjust inventory for R&D samples, QC samples and Stability samples weekly
- Remove rejected inventory from system once approved and prepare monthly reports for all inventory disposed
- Prepare product costing for Jamieson, International Nutrient Technologies and Nutricorp existing customers and new formulas
- Coordinate costing requests to costing department on a weekly basis
- Enter cycle counts on a daily basis
- Prepare monthly journal entries for various accounts
- Assist in process of updating new standards and budget preparation
- Prepare and update financial reporting, using Excel format
- Preparation and review of monthly account analysis, including reconciliations, gathering backup documentation and referencing
- Working in compliance with Jamieson's Health and Safety policies, SOPs, including but not limited to the Safety Responsibilities Procedure
- Comply with Good Manufacturing Practices (GMP) in all GMP sensitive areas

Qualifications/Requirements

- College or University Diploma in Accounting or Business; or equivalent working experience
- Minimum one (1) year in a costing/inventory environment
- Intermediate/Advanced Excel skills (pivot tables, V-lookups, advanced formulas)
- Excellent interpersonal and analytical skills
- Excellent communication and organizational skills
- Ability to work independently with good time management skills
- Ability to manage multiple priorities at one time
- Jamieson Laboratories is an equal opportunity employer. Please apply with resume. We thank all

interested candidates, however only successful applicants will be contacted by Human Resources for further consideration.

• Job Type: Contract

Required education:

Diploma/Certificate

Required experience:

- Accounting: 1 year
- Costing: 1 year

LINK:

https://ca.indeed.com/viewjob?jk=74e9f183f12d3ae0&q=all&l=Windsor,+ON&tk=1b5q555kf1dafe2m&from=ja&alid=56 ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Java Developer Paid Internship - PartsAvatar.ca (Work from Home)

Position : Java Developer Intern/Co-op Job Type: Temporary/Contract

Duration : 4 or 8 months (Available for Full time / Part time) **Pay type :** Paid **Location :** Toronto/Montreal/ Any Other Cities (Work from home)

Parts Avatar is looking for high-caliber software engineers and developers to build a world class Auto & Machine Parts e-store. We are a well-funded startup, with a fast performing agile development team. Besides the usual coding skills, we're looking for a candidate with an ability to grasp a complex problem in-depth, visualize & design algorithm solutions, and finally break it up into multiple reusable functions/objects to solve it. Our developers are required to go beyond just coding a given requirement to spec. We require an exceptional problem solver, to understand the complete picture and come up with entire areas that need to be speced, and suggest better alternatives and flows. You will be required to work with following components: - AWS EC2- HBase, AWS DynamoDB, ElasticSearch-Tomcat, Jetty-Java 8- Elastic Search-Other AWS services like S3, SWF, SES etc. What's in it for you? This opportunity will provide you with a comprehensive coding experience, ranging from developing backend databases, designing features for our front end website, building a critical payment system to inventory management and shipping infrastructure. You will gain expertise in areas such as AWS EC2- HBase, AWS DynamoDB, ElasticSearch-Tomcat, Jetty- Java 8- Elastic Search- Other AWS services like S3, SWF, SES etc. This may potentially lead to a full-time position with us upon completion. It will also provide you with valuable experience necessary for a wide range of successful careers across the information technology industry. In addition, we also optionally provide for flexible working hours, remote work, and plenty of opportunities to grow and take on various roles within our startup.

Job requirements:

- Must be outstanding at grasping, understanding and solving math/logic problems.
- Must have solid programming experience with Java (2+ years).
- Must have experience of developing Full Stack solutions from backend databases to front end website, or critical payment system to shipping infrastructure.
- Must have experience with back-end tech such as Java Spring Framework/SQL/JUnit Test.
- Be familiar with development tools, like git, maven.
- Have a good understanding of data structures and algorithms.
- Have sharp analytical abilities and proven design skills.

Other requirements:

- Completing or recently graduated with a Degree in Computer Science or equivalent
- 3rd year or above (incl. MS, PhDs) students, Co-op students, recent grads and new immigrants across Canada are welcome to apply.
- Job Type: Full-time

Required education:

Bachelor's

Required experience:

• Java/Javascript with extensive problem solving: 2 years

https://ca.indeed.com/viewjob?jk=16c1c97341c0fff5&q=all&l=Windsor,+ON&tk=1b5q555kf1dafe2m&from=ja&alid=56c e17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

PSW/LCW – Bayshore

- Job Number: 17000031
- Primary Location: ON-Windsor
- Community Worker Employee Type: Part-Time

JOB SUMMARY

• The Personal Support Worker, under the direction of the immediate Supervisor, provides personal care services to clients and assists clients with the activities of daily living as described in the care plan, and in accordance with all required internal and external standards of practice.

DUTIES AND RESPONSIBILITIES

• Provide personal care service according to directions on the established care plan or assignment sheet, and ensure that, on an ongoing basis, the emotional, spiritual, physical comfort and safety of clients are met to the greatest possible extent.

• Provide personal care that is within the provincial scope of practice for a Personal Support Worker; duties may include skin care, hair care, mouth care, bathing, bowel and bladder care, positioning and movement, exercise, basic wound care, feeding including special diets, and assistance with oxygen administration and medication reminder.

• Perform specialized, client specific procedures for which recognized training and current competency can be demonstrated.

• Observe and document client conditions according to company standards; report unusual events or changes in the client's condition to the immediate Supervisor or to the Office

- Understands and implements infection prevention practices.
- Participate in ongoing internal and/or external continuing education activities.
- Adhere to Bayshore Policies and Procedures.

• Participate in quality activities and continuous improvement initiatives in keeping with the company's Quality Management System.

• Participates in proactive Health & Safety activities while performing all duties. Is responsible to notify immediate Supervisor of any Health & Safety risks or concerns.

• Maintains confidentiality of client and corporate information and discusses same only with appropriate Bayshore personnel.

• Complete other tasks as requested.

Qualifications - Education

• Graduation from an accredited Personal Support Worker Program. The Personal Support Worker must, within their scope of practice, have a solid knowledge of the principles, practices and methods of community nursing and the delivery of personal care service to clients.

Experience

• At least one year of recent personal care experience in a similar position or life experience in which similar duties were completed.

Other Skills and Abilities

Ability to communicate verbally and in writing in either English or French. Exceptional interpersonal skills and
ability to work independently and as part of a team; able to stand, bend, squat, kneel and reach freely; able to
freely lift 23 kilograms; able to assist clients with standing, walking, sitting and rolling in bed; demonstrated
ability to follow written and verbal instructions as related to client care; able to travel locally from assignment to
assignment

LINK:

https://bayshore.taleo.net/careersection/bs_ex/jobdetail.ftl?job=17000031

Telemarketing Agent - Sentry Windows & Doors - Windsor, ON

\$11.40 an hour - Part-time

- IF YOU ARE A people-person looking to be part of a successful organization with a GREAT EARNING POTENTIAL making outbound call generating leads
- EARN FULL-TIME INCOME, DOING PART-TIME HOURS!
- CONFIDENTIAL INTERVIEWS
- EXPERIENCE AND AGE NOT A BARRIER
- ADVANCEMENT OPPORTUNITIES
- GREAT FOR STUDENTS
- Commissions or performance bonus program offered
- Job Type: Part-time
- Salary: \$11.40 /hour

Required education:

• High school or equivalent

Required experience:

- Telemarketing: 1 year
- Sales: 1 year

LINK:

https://ca.indeed.com/cmp/Sentry-Windows-&-Doors/jobs/Telemarketing-Agent-5ab160ec8f2466d1?sjdu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTixWIQHCZAdtRnbz8Ta-DxcLE8sDYA3IFNSdBbF9MYtw

QC Data Processor - A V Gauge & Fixture Inc. - Oldcastle, ON

Overview:

A V Gauge & Fixture Inc. is a global leader in designing, manufacturing and certifying checking fixtures for the automotive and non-automotive industries. We offer above industry average benefits, competitive wages, innovative equipment, state-of-the-art facility and a clean, professional work environment.

Summary:

Under the supervision of Quality Control department head, the incumbent will process CAD data to prepare for fixture inspections and for other company's internal use.

Job Terms:

This is a permanent full time position.

Responsibilities:

- Receive technical (CAD) data from other departments
- Manipulate and translate data
- Prepare data for fixture inspections and CMM operators
- Develop and prepare inspection sheets for pin checks
- Prepare and complete customer certification reports
- Maintain confidentiality at all times
- Other duties as assigned

Qualifications:

- Sound knowledge of computer systems and MS applications
- CAD software knowledge (Rhino, UGS, Catia) is an asset
- Basic knowledge of vehicle parts, understanding of checking fixtures is an asset
- Good attention to detail
- Ability to work quickly, efficiently and multitask
- Ability to work flexible hours
- Job Type: Full-time

Required education:

Bachelor's

Required experience:

• CAD software; quality technician: 1 year

LINK:

https://ca.indeed.com/cmp/AV-Gauge-&-Fixture-Inc./jobs/Qualitycontrol-Data-Processor-4d8f10a325da6245?q=all

Project Coordinator - Eagle Press & Equipment - Windsor, ON

Position Summary

The role of the Project Coordinator is to generate, maintain, monitor, track all project scheduling in order to achieve manufacturing deadlines from program initiation to completion on customer floor and report scheduling information as required.

Responsibilities

· Generate and maintain a macro field installation schedule (in MS Project) by linking all related job schedules and resources (human and manufacturing) in order to meet required project completion dates and identify problem areas

 \cdot Generate and maintain press ship and install calendars and schedules through MS Outlook and MS Project, respectively

• Sequence project activities (engineering, production and purchasing) to meet manufacturing delivery requirements from project start date (Zero Design) to final commissioning on customers' floor by integrating both human and manufacturing resources (including subcontractors if required)

 \cdot Generate, maintain, monitor and track detailed individual project open issues based on team inputs from Engineering, Production and Purchasing departments.

· Track & Review (daily/weekly/monthly) manufacturing schedules with production team, engineering team, purchasing, to ensure programs are on target

· Identify and report potential schedule timing problems and risks during the installation process for each individual program.

• Recommend contingency plans, corrective actions and/or solutions for problem areas (with engineering, production or purchasing as required) to ensure programs remain on track for required completion dates

- · Generate weekly program status reports to the project manager for review indicating percentage completion of individual tasks and identify manufacturing timing problems areas and solutions
- · Investigate and book all travel arrangements for field personnel required for installations
- · Prepare all necessary paperwork for installations (border letters, maps, work orders etc.)
- \cdot Accepting responsibility and a level of accountability commensurate with the position
- \cdot Performing any other related duties as required

Educational Requirements

· College or University Degree in Business or Engineering or other related field with a Project Management component or equivalent work experience.

Skills & Knowledge Requirements

- · Long term vision
- · Goal setting
- · Attention to detail
- · Scope, time, quality, resource, risk and cost management skills
- · Communication skills
- · Organizational effectiveness
- · Proficiency in English, Spanish speaking (Asset)
- · Problem solving
- · Adaptability
- · Change management
- · Data management MS Excel, Project, Word, Outlook, Adobe Acrobat, Internet Explorer
- \cdot Read and interpret engineering drawings
- \cdot Working knowledge and understanding of AutoCad
- · Working knowledge and understanding of Microsoft Suite applications (Project, Excel, Word), Visual

Manufacturing Software **Working Conditions**

- 40-60 hours per week
- Office environment
- Job Type: Full-time

Required education:

• Bachelor's

Required experience:

• Project Coordinator: 3 years

Required language:

Spanish- Asset

LINK:

https://ca.indeed.com/cmp/Eagle-Press-&-Equipment/jobs/Project-Coordinator-741cc8c738adc221?q=all

Auto Processor/Scrap Metal Worker - A&L Auto Recyclers - Windsor, ON

- Full time work Monday to Friday 8AM-5PM
 - Full benefits
 - Recycling and dismantling vehicles.
 - Draining all fluids, removing wheels, various cores and substances.
 - Sorting and upgrading scrap metal
 - Dealing with customers and completing various tasks involved with our scrap metal processing
 - Job Type: Full-time

Job Location:

• Windsor, ON

Required education:

- High school or equivalent
- Required license or certification:
 - Driver's Licence

LINK:

https://ca.indeed.com/cmp/A&L-Auto-Recyclers/jobs/Auto-Processor-Scrap-Metal-Worker-85d0734a55b143c6?q=all

Receiving Quality Inspector - Pure Hothouse Foods Inc. - Learnington, ON

Pure Hothouse Foods, Inc., a growing produce and packaging company has an immediate need for a full-time Quality Inspector in our Receiving department. Candidates must be available to work a weekly day and afternoon shift rotation, Mon-Sat. Overtime after 44 hours.

Primary Responsibilities

- Must be able to make quality determinations from defined specifications
- Ensure all loads of vegetables and dry goods arriving at the facility are visually inspected
- Complete QC Inspection Reports for each arriving load
- Provide verification of quality specifications
- Fill out spreadsheets with findings from each inspection
- Take photos and prepare quality reports for other departments
- Address quality concerns with other departments as well as with supervisors and managers

Position Requirements

- Strong understanding of produce quality standards for cucumbers, tomatoes, peppers, eggplant and lettuce
- Ability to communicate effectively in English; both written and verbal
- Ability to work independently with minimal supervision
- Ability to work closely with other receivers as a team, in a professional manner
- Ability to work with and communicate effectively with other departments in order to meet production and logistic requirements

• Knowledge of Microsoft Office programs including Microsoft Outlook

Working Conditions

- Environment includes an expansive refrigerated warehouse, where temperature averages 50-55 degrees Fahrenheit
- The job will entail 70% warehouse work and 30% office work
- Capable of lifting up to 23kg/50lbs.
- Capable of climbing up and down a ladder
- Position requires standing, bending, climbing, walking and lifting on a regular basis.
- Job Type: Full-time

Required education:

High school or equivalent

Required experience:

Produce: 1 year

Required license or certification:

• Drivers License

LINK:

https://ca.indeed.com/cmp/Pure-Hothouse-Foods-Inc./jobs/Receiving-Quality-Inspector-6d7069d459a25044?sjdu=vQIIM60yK_PwYat7ToXhk38I1NQNT2LTRzWWLpJNrFbQVA1dynhn9wh4X2fNEb1XF-itBSQfpoPP54wFvfGdAQeeUgnn91qSZNHxifoNms

Grower Assistant - Amco Farms Inc - Leamington, ON

\$13 - \$16 an hour

Main responsibilities

- Supervise greenhouse workers in the plant to ensure accomplishment of tasks assigned in timely manner.
- Inspect the quality of work completed on daily basis.
- Collect & ensure proper cleaning, disinfecting, sterilizing of workers tools on daily basis.
- Observe & assess the health of the crop for pests, viruses, and diseases.
- Resolve & fix minor problems/concerns if possible
- Operate electric jacks, scissor lifts, WC meter, PH meter and other equipment.
- Collect data from trial and submit calculations for data entry to the grower.
- Collect water samples & conduct tests on slabs for the WC, EC, PH
- Assist in mixing of pesticides for spraying using the proper formulations and PPE.
- Submit quality score to the grower on weekly basis.
- Submit an estimate of tomatoes for next day picking.
- Submit records of cleaned tools including on weekly basis
- Record and submit workers hours on a daily basis to labor supervisor.
- Report any issues with irrigation, venting, crop health, and equipment to the proper authority.

Qualification

- Diploma in Agricultural or equivalent experience in the greenhouses industry.
- Ability to communicate effectively (written, oral and spoken) in English. Spanish, will be considered an asset.
- Knowledge of Priva computer software is considered an asset.
- Intermediate skills in Ms. Office
- Pay rate \$13 \$16, 44-55 Hours per week, availability to work weekends.
- Job Type: Full-time

LINK:

https://ca.indeed.com/cmp/Amco-Group-Inc/jobs/Grower-Assistant-7beb42d69835b1c1?q=all

Summer Student Positions – Town of Kingsville

LINK:

http://www.kingsville.ca/employment-opportunity-detail/2017-summer-students

Director, Clinical Practice - Windsor Essex Community Health Centre (WE CHC)

- Salary Classification: Full Time, 35 Hours per week
- Date Posted: January 5, 2017

CORE RESPONSIBILITIES OF THE POSITION

• The Director, Clinical Practice is responsible for the development, implementation, evaluation and financial management of all aspects of primary health care, health promotion and counselling services at WECHC. Under the supervision of the Executive Director (ED), the Director, Clinical Practice will be required to provide leadership for development and delivery of clinical programs/services, supervise staff and manage staffing needs, maintain a safe and effective environment, develop an evaluation program and integrate programs with other

WECHC programs throughout Windsor and Essex County. In addition, the Director, Clinical Practices will also:

• Participate in the development and implementation of agency-wide objectives, policies, and procedures as a member of the management team. This includes taking a lead role in ensuring that outcomes identified in strategic and operating plans are met

• Respond to societal trends, client needs, and issues through the planning, development, implementation, and evaluation of effective clinical services, counselling and clinical administrative functions related to primary, and mental health care

• Oversee the overall systems and data collection ensuring data integrity as they pertain to service delivery and program evaluation

• Provide leadership to the development of an annual quality assurance plan, development of best practices, and other quality improvement initiatives that continue to strengthen WECHC's role in primary health care

• Write and update protocols to guide health services as required by ensuring existing policies and protocols meet best practices in health care

- Ensure routine staff related administrative supports are being managed in a timely manner (e.g. approval of purchase orders, time sheets, leave and professional development requests, etc.)
- Participate in the preparation of the agency's budget under the direction of the ED

• Collaborate and communicate with leadership and ED on all matters related to the management and operations of clinical health services

- Provide supervision and support to staff in order to ensure staff goals and work plan objectives are met
- Develop, implement, monitor and evaluate programs to meet client needs
- Provide leadership, facilitate, and support program teams and/or committees and work groups as required
- Ensure accountability with team members and manage all clinical and clinical administrative functions
- Assist in grant writing to find funding to sustain successful programs
- Work with the team to ensure collaboration between clinical services and health promotion programs

• Assist in operational planning and policy development, and ensure implementation in their areas of responsibility **SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED**

• Minimum five (5) years of experience in a similar management/leadership position in a health field including awareness of the Community Health Centre (CHC) Model of Care

- Experience managing several inter-disciplinary teams and a variety of innovative social and health programs
- Experience in budget development and management, financial planning as well as computer and database skills
- Knowledge and proficiency in program development, delivery and evaluation
- Experience with electronic medical records is an asset
- Demonstrated leadership experience and management of employee relations and human resources skills

• Ability to work well with others, build teams, foster an environment of innovative problem-solving, conflict resolution and collaborative relationships with all stakeholders

- Excellent verbal and written communication skills
- Advanced proficiency in Microsoft Office, including: Excel, Word, PowerPoint and Outlook

• Clean driver's abstract, current, valid Class "G" Driver's License and reliable transportation to support travel across Windsor-Essex County and the province, as required

- Available to work regular and extended hours of operation, as required
- Bilingual (English/French) language skills, an asset

EDUCATION AND CERTIFICATE REQUIREMENTS

• A minimum of a Baccalaureate degree in a relevant discipline from a recognized University, or equivalent work experience

- Current certificate of registration with a regulated profession is an asset
- Completion of a Police Clearance and Vulnerable Sector Check prior to commencing employment.

CLOSING DATE

• Please forward your resume and cover letter to <u>hr@wechc.org</u> no later than 5:00 pm, February 24, 2017. Refer to posting DR16BP.

LINK:

http://www.wechc.org/Job/Details/DR16BP

Review Counsel in the Department of Community Legal Aid – University of Windsor

Job Posting Number: 2017-NU-02

Employee Group:

- Non Union Administration
- Closing Date: Friday, January 13th, 2017 4:00pm

Review Counsel provides supervision and guidance to University of Windsor's Law students participating in the Community Legal Aid Office

ESSENTIAL QUALIFICATIONS:

The successful candidate will have:

- Minimum requirement of an LL.B. or J.D.
- A member in good standing of the Law Society
- Experienced in areas of clinic practice
- Experience managing and/or supervising volunteers and students
- Must abide by the appropriate rules of professional conduct
- Excellent interpersonal skills including the ability to be patient and sensitive to clients challenged with social and/or mental health issues
- Excellent organizational skills
- Ability to work under stress and meet deadlines in a dynamic and changing environment(s)
- Ability to manage sensitive and confidential matters with discretion

• Ability to work co-operatively with other members of staff, including showing initiative in addressing and resolving issues.

- Ability to work independently
- Ability to communicate effectively, both oral and written
- Exhibit professional approach to work, including reliable and dependable attendance
- Computer literate with good working knowledge of Microsoft Office and Legal Aid Ontario software

Please forward your confidential cover letter and resume, quoting the Ad reference number (2017-NU-02), no later

than Friday, January 13th, 2017 - 4:00pm. Applicants are asked to forward their documents to:

employment@uwindsor.ca

OR

Department of Human Resources, University of Windsor

401 Sunset Avenue Windsor, ON N9B 3P4

We thank all applicants in advance for their interest in the University of Windsor, however, only those under consideration will be contacted. Applications submitted through employment agencies will not be considered 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 <u>Employment</u> <u>Coordinator</u>. Should you require further information on accommodation, please visit the website of the <u>Office of</u> <u>Human Rights, Equity & Accessibility</u> (OHREA).

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

http://www1.uwindsor.ca/employment/2017-NU-02

Web Design/Developer - Baron Championship Rings

- Date Listed 06-Jan-17
- Address Windsor, ON, Canada
- Company Baron Championship Rings
- Job Type Full-Time
- For over 25 years, Baron Championship Rings has manufactured custom championship rings that celebrate the accomplishments of championship teams around the world. We are seeking a web developer with a keen eye for design. You will be as comfortable creating graphics in Adobe Illustrator and Photoshop as well as developing websites using html, css, JQuery and Javascript. We are involved in a wide variety of projects therefore the opportunity to push your limits in web design and development are very high.

Essential Duties and Responsibilities

- Work with creative team to design and deliver new web-based concepts
- Work directly with clients if necessary, interpret their projects and build on their brands
- Improve website usability and user experience on existing websites (focus on mobility and SEO)
- Complete tasks efficiently and independently while meeting strict deadlines
- Building a new online store experience that is dynamic and able to handle complex product creation.

Qualifications

- Relevant post-secondary education in programming or web development
- Practical experience working in a fast paced work environment
- Excellent design principals and attention to detail and organization in all aspects of work
- Ability to set up, test, and deploy websites
- Energetic and enthusiastic with strong verbal and written communication skills

Technical Competencies

- Experience building, designing, developing, and customizing websites
- Ability to develop websites from designs within 90%+ accuracy to original design
- Excellent knowledge of HTML5, CSS, Javascript, PHP, Jquery and Bootstrap
- Experience with online shopping platforms such as Shopify

- Ability to modify plugins, create intuitive user experiences and adapt programming to meet the needs of projects as they evolve

- Experience optimizing websites for speed, responsiveness, and cross browser compatibility
- Strong understanding of web standards (W3C) and cross browser optimization
- Export graphic files for web in Photoshop or Illustrator
- Experience troubleshooting email issues and setting up email on various devices
- Social Media integration into various websites
- Experience implementing SEO practices
 - If you think you are the ideal candidate for this position, we want to hear from you. Forward a resume, portfolio samples (you must forward links to websites you have developed, worked on and note what part you played in each) and a cover letter.

LINK:

http://www.kijiji.ca/v-graphic-web-design-jobs/windsor-area-on/web-designdeveloper/1229261629?enableSearchNavigationFlag=true

CNC Operators / Programmers / Tool & Die Makers / Apprentices - Nominal Machine Tool

- Date Listed 06-Jan-17
- Address 4670 North Service Rd E, Windsor, ON N8W 5X2, Canada
- Company Nominal Machine Tool
- Job Type Full-Time

 Nominal Machine Tool is looking for experienced CNC Operators / Programmers /Tool & Die Makers & Apprentices to join our dynamic team. We offer full health benefits along with a chance to grow with us while enjoying the "Small Shop" atmosphere. Our team enjoys the many benefits that come with working at this established Tool & Die / Machine Shop which is located in East Windsor. We are looking for individuals experienced with stamping dies, 2D & 3D cutting. Please forward your resume or call anytime. We thank you in advance for your interest in Nominal Machine Tool.

LINK:

http://www.kijiji.ca/v-construction-trades-jobs/windsor-area-on/cnc-operators-programmers-tool-die-makersapprentices/1207355014?enableSearchNavigationFlag=true

Robot Programmer - Valiant TMS

Date Posted 06/01/2017 JOB DESCRIPTION

- Robot and PLC Programming Specialist
- NOC Unit Group 2232
- (Mechanical Engineering Technologists and Technicians: Robotics Technician / Technologist)

Scope and Accountability:

- The position scope includes, but is not limited to supporting jobs from concept to launch including but not
 limited to commissioning and troubleshooting at Valiant and during the installation and launch at the customer's
 site following established manufacturing processes and standards in accordance with Company and customer
 specifications.
- Ensure the efficiency, and the adherence to the standards and the needs of the customer and the company, of all developed off-line or on-line robot programs;
- Introduce programming improvements in robotic systems consistent with customer changes or the company's manufacturing needs;
- Implement application requirements related to robotic welding, sealing and material handling functions;
- Identify spot welding locations as defined by weld data sheets and other technical data;
- De-bug, tryout and verify I/O signals and interference zones in the system;
- Maintain frequent communication with mechanical and controls design personnel, as well as with manufacturing personnel, throughout the entire programming, dressing and tryout phases of installation;
- Provide complete documentation of the robotic procedure, including a printout of robot path programs and all associated data fields;
- Provide for the security, integrity, back-up and recovery of programming information;
- Assist in the training of junior personnel in robotic applications and uses of the system, as applicable to specific job functions and as directed by the Leadership;
- Provide technical input for the development of training manuals;
- Support and participate in the off-line robotic simulation process in conjunction with I/O signals and application data; and
- Perform the uploading and downloading of robot paths and programs, completing on-line adjustments as required.

Remuneration:

- (NOC Unit Group 2232 Average Prevailing Wage: Windsor, Ontario)
- \$28.85 per hour +

Requirements:

- A completed industrial electrician apprenticeship or a technician diploma in robotic studies, from a recognized community college;
- A minimum of four (4) years work experience as a robot programmer;
- A demonstrated ability to read, interpret and generate:
- Robot controls circuits and application drawings
- Machine controls design and logic drawings
- PLC logic

- Robotic application software;
- A complete understanding of manufacturing systems and operations including mechanical, electrical and controls processes; and
- A proven ability to work well with others in a team-based work environment.

http://www.jobs.net/jobs/valianttms/en-ca/job/Canada/Robot-Programmer/J3F22B6YPM9J5GRQ627/

Adult Day Program Coordinator – Alzheimer Society of Windsor Essex County

LINK:

http://www.alzheimer.ca/en/windsoressex/About%20us/Job%20postings

CNC 5 Axis Operator – Mega Mold International

- Company Name: Mega Mold International
- Location: Windsor, ON
- Employment Type: Full Time
- Category: Operations
- CNC 5 Axis Operator Job Description
- CNC Operator Mega Mold Windsor, On
- Come work for a dynamic company that offers a great career opportunity. Founded in 1989, Mega Mold International are experts in Plastics Design, Molds and Processing. We have recently moved to a larger facility and have purchased a Promac 5 Axis CNC Machine and a Toshiba Boring-Milling Machine. We are looking for talented CNC Operators to run these machines and to join our growing team.

Main Purpose of Job:

• Produce precision components from 3D computer models. Generate CNC programs using Powermill

CNC Operator Job Description:

- Create, load, and examine CNC programs
- Set up tools, indicate and load materials onto CNC machine
- Carry out machining of components
- Carry out inspection to the authorized level
- Identify and report errors and suggest improvements
- Work with managers and supervisors to implement the Company's policies and procedures
- Make a positive contribution to maintaining a workplace that is healthy, safe, neat and tidy
- Carry out any other duties reasonable within capability as required by the CNC Leader

CNC Operator Qualifications:

- Fully skilled 3 years minimum experience CNC operator
- CNC operator with experience of Powermill programming
- Used to working to fine tolerances with various materials
- Able to use a wide variety of measuring equipment
- Able to work under own initiative
- Flexible, courteous, friendly and positive approach
- Discretion, confidentiality and professionalism at all times
- Operator must have their own tools to perform CNC duties
- Able to work various shifts

LINK:

http://www.apmaautohr.com/job-listing/-on/windsor/cnc-5-axis-operator/093f_30171.htm

Manager, Power Plant - Hiram Walker & Sons Ltd Corby Spirit and Wine - Windsor, ON

- PRO00798
- Organization Primary Location Canada
- Job Production & Manufacturing
- Job Type Regular

• Job Posting - Jan 6, 2017

Description

- 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
- <u>http://www.youtube.com/watch?v=VaXS-oxdU5U&feature=player_embedded</u>

Position Summary:

Manage and co-ordinate all Powerhouse Operations and Maintenance activities to meet production / plant
operations requirements along with division quality, safety and improvement objectives. Committed to
achieving excellence in quality, health and safety, the environment and product safety.

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.
- Maintain costs within established Operating, Maintenance, Overhead and Capital budgets and attain budget targets
- Report on all Powerhouse activities, prepare monthly allocation and costing reports, update staff weekly on items of Company interest, liaise with Maintenance and Distillery Staff to coordinate work and operations schedules, meet with Union Representatives quarterly to review potential problems and resolve issues, ensuring monthly reports are on time, maintenance and operations schedules are met, weekly operating instructions and schedules are updated and promptly respond to Union issues
- Identify potential alternatives for Powerhouse upgrades, identify and document performance of COSRI initiatives, review and submit recommendations from consultants reports, track COSRI performance
- Support OHAS 18001 Safety Management Programs, ensure compliance with overall plant safety goals and initiatives. Provide necessary training.Schedule/conduct regular safety meetings and attain safety targets.
- QMS certifications maintained and transition to ISO 9001:200 Standard in the Powerhouse and Maintain established systems and support activity to ensure recertification
- Assist in required projects and programs to ensure that the Department achieves its annual goals
- Direct supervision of:
- Second Class Shift Engineers
- Third Class Turbine Operators
- Second Class Maintenance Engineers
- Third Class Maintenance Engineers

Financial responsibility:

- CAPEX: \$400,000 \$1,500,000CDN (Level: B)
- M&R: \$500,000CDN (Level: A)
- Overhead: \$750,000CDN (Level: C)
- Operating: \$10,000,000CDN (Level: C)
- Internal, regular, work-related contact with:
- Industrial Relations: Union contract issues, training, health and safety
- Engineering: project advice, asbestos management and building repairs
- Distillery Management: operating schedules, services requires and QSE environmental regulations
- Maintenance Department: work planning and scheduling
- External, regular work-related contact with:
- Outside contractors: project work, repair services and engineering
- Suppliers: fuels, production supplies, equipment
- Regulators: Provincial and Federal Acts, coast guard oil spill plan development
- Expert in Operation and Maintenance of Central Utilities Plant systems, steam generation, compressed air, high
 pressure piping, high voltage electrical production and distribution, large high horsepower prime movers and
 controls
- Project management relating to change and improvements in the Central Utilities Plant.

- Software Megamation, Kronos, MS Office, Bailey DCS Controls and Lotus Notes
- Awareness of relevant codes and regulatory requirements
- High level step change innovation, ability to make things happen, customer focus, team building and influencing and partnering
- Solid commercial rigour, consumer and brand focus and big picture thinking
- 7-10 years equivalent experience in high pressure plant operations and maintenance

Functional Competencies:

- Risk Management: Ability to identify and evaluate operational risks such as supply, quality (including food safety), safety, environment, security, regulatory compliance (including customs and excise), social and ethical (including reputation)...
- Ability to design and implement appropriate risk-mitigation plan in compliance with internal and external standards and norms.
- Operations Performance Optimization: Ability to maintain and develop operations performance by implementing performance assessment and continuous improvement systems.2. Operational Practice
- Production/ Process Management: Ability to implement and optimize production / process management to meet the planned customer service levels, the required quality standard, at the required cost.
- Procurement: Ability to manage the whole procurement cycle from business needs identification to suppliers relationship management.
- Physical Asset Management: Ability to optimize operational assets (equipment, facilities, information systems and infrastructure, inventories ex. ageing spirits) in order to ensure sustainability and deliver profitability through design, selection, maintenance and continuous improvement.
- Ability to use appropriate methods and strategies to support operational excellence
- Creativity & Innovation: Ability to maintain and develop a competitive advantage by proposing creative solutions in terms of products, systems and processes.
- Business & Financial Acumen: Ability to view and understand the business from a holistic
- perspective. Ability to understand and monitor costs, cash drivers and balance sheet impacts of investments and to maximize cash and ROCE.
- Customer Service & Quality Orientation: Ability to place service and quality at the heart of the business, making sure customer satisfaction is optimum (available product at the right time, in the right place, at the right quality and the right cost).
- Project & Change Management: Ability to lead change to ensure new solutions are evaluated, adopted and implemented (through alignment of business strategy, culture, structure, processes, people, and the implementation
- Communication & Relationship Building: Ability to communicate effectively and build beneficial relationship with key stakeholders, through strong interpersonal skills.
- Proactively and clearly communicates across departments
- Is comfortable dealing with people at all levels of the organization
- Ensures the clarity and understanding of each message
- Anticipates potential conflicts and seeks to resolve them

Education:

- Required: Trade Certificate: First Class Operating Engineer certificate of qualification
- Preferred: College Diploma, Stationary/Power Engineering
- Thank you for your interest in Pernod Ricard and its subsidiaries, Corby Spirit and Wine Limited and Hiram Walker & Sons Ltd. All resumes submitted 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. Please do not contact provincial offices directly as all recruitment is coordinated through the Corporate Office in Toronto.
- Education Level Associate's Degree / Technical Diploma

LINK:

https://pr.taleo.net/careersection/prext/jobdetail.ftl?lang=en&job=PRO00798

Shipper-Receiver - Centerline (Windsor) Ltd.

Posted on January 06, 2017 by Employer Details <u>Centerline (Windsor) Ltd.</u> Job Details

- Location Windsor, ON
- Salary \$12.00 to \$15.00 hourly for 40 hours per week
- 1 Vacancy
- Terms of employment Term or contract (employment end date:) Full time
- Start date As soon as possible
- Employment conditions Employment Conditions: Day, Evening
- Job no.562485
- Source¹⁰ Job Bank

Job requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

2 years to less than 3 years

Weight Handling

Up to 23 kg (50 lbs)

Specific Skills

Unpack goods received; Route goods to appropriate storage areas; Record shortages and reject damaged goods; Prepare bills of lading, invoices and other shipping documents; Maintain internal record-keeping system; Inspect and verify incoming goods against invoices or other documents; Assemble containers and crates

Work Conditions and Physical Capabilities

Fast-paced environment; Work under pressure; Repetitive tasks; Physically demanding; Attention to detail; Standing for extended periods; Bending, crouching, kneeling

How to Apply

By e-mail:

careers@cntrline.com

Advertised until:

2017-02-05

LINK:

http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id =22073402&source=searchresults

Receptionist - Ferrera Income Tax

Posted on January 06, 2017 by Employer Details - Ferrera Income Tax Job Details

- Location Windsor, ON
- Salary\$12.00 to \$13.00 hourly for 44 hours per week
- 2 Vacancies
- Terms of employment Seasonal Part Time leading to Full Time
- Start date2017-02-01
- Employment conditions Employment Conditions: Day, Evening, Weekend, Morning
- Job no.564039
- Source¹⁰ Job Bank

Job requirements

Languages English

Education

No degree, certificate or diploma

Experience

1 to less than 7 months

Business Equipment and Computer Applications

Spreadsheet; MS Excel; MS Word

Additional Skills

Provide basic information to clients and the public

Specific Skills

Schedule and confirm appointments; Perform clerical duties, such as filing and sorting and distributing mail; Greet people and direct them to contacts or service areas; Answer telephone and relay telephone calls and messages; Operate switchboard or telephone system; Receive and issue payments

Transportation/Travel Information

Own transportation

Work Conditions and Physical Capabilities

Fast-paced environment; Work under pressure; Repetitive tasks; Attention to detail; Sitting; Tight deadlines **Personal Suitability**

Flexibility; Team player; Excellent oral communication; Excellent written communication; Reliability; Organized

How to Apply

By e-mail:

dferrera10@hotmail.com

By phone:

(519) 255-9131 from 9:00 to 17:00

By fax:

(519) 255-1773

Advertised until:

2017-02-05

LINK:

http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id =22072417&source=searchresults

Account Manager - Centerline (Windsor) Ltd.

Posted on January 05, 2017 by Employer Details <u>Centerline (Windsor) Ltd.</u> Job Details

- Location Windsor, ON
- Salary \$45,000.00 to \$65,000.00 annually for 44 hours per week
- 1 Vacancy
- Terms of employment Permanent Full time
- Start date As soon as possible
- Job no.562240
- Source¹¹ Job Bank

Job requirements

Languages

English

Education

College/CEGEP

Experience

3 years to less than 5 years

Transportation/Travel Information

Own transportation; Public transportation is not available

Personal Suitability

Effective interpersonal skills; Team player; Excellent oral communication; Excellent written communication; Organized **How to Apply**

By e-mail: careers@cntrline.com Job URL http://www.cntrline.com Advertised until: 2017-02-04 LINK: http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id =22066762&source=searchresults

Registered Nurse – Telehealth - Sykes Assistance Services Corporation

Posted on January 05, 2017 by Employer Details Sykes Assistance Services Corporation Job Details

- Location Windsor, ON
- Salary \$34.00 hourly for 37.5 hours per week
- 1 Vacancy
- Terms of employment Permanent Full time
- Start date 2017-03-09
- Benefits: Medical Benefits, Dental Benefits, Group Insurance Benefits, Life Insurance Benefits, RRSP Benefits, Vision Care Benefits
- Employment conditions Employment Conditions: Shift, Telework
- Job no.563361
- Source Job Bank

Job requirements

Languages

English

Education

Bachelor's degree

Credentials (certificates, licences, memberships, courses, etc.)

Licensure as a Registered Nurse by provincial or territorial authorities

Experience

3 years to less than 5 years

Specific Skills

Assess patients to identify appropriate nursing interventions

Security and Safety

Bondable; Criminal record check

Own Tools/Equipment

Internet access

Work Conditions and Physical Capabilities

Fast-paced environment; Work under pressure; Attention to detail

Personal Suitability

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

How to Apply

Online:

http://www.sykesassistance.com

Advertised until:

2017-02-04

http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id =22066037&source=searchresults

Hydroponics Operator - Amco Group Inc/Amco Farms/Amicone Greenhouse

Posted on January 06, 2017 by Employer Details <u>Amco Group Inc/Amco Farms/Amicone Greenhouse</u> Job Details

- Location Leamington, ON
- Salary \$13.00 to \$16.00 hourly for 44 to 55 hours per week
- 2 Vacancies
- Terms of employment Permanent Full time
- Start date As soon as possible
- Benefits: Dental Benefits, Group Insurance Benefits, Life Insurance Benefits, Vision Care Benefits
- Employment conditions Employment Conditions: Day, Weekend, On Call, Early Morning, Morning
- Job no.564060
- 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

Other Languages

Spanish; Castilian

Experience

2 years to less than 3 years

How to Apply

By e-mail:

aibrahem@amcogroup.biz

By phone:

(519) 326-9095

from 8:00 to 17:00

By mail:

523 Wilkinson Dr., Leamington, Ontario, N8H3W1

In person:

523 Wilkinson Dr., Learnington, Ontario, N8H3W1

from 8:00 to 17:00

Advertised until:

2017-02-05

LINK:

http://www.jobbank.gc.ca/jobposting.do?cty=39341&pcd=ON&wid=px&sort=D&id=22073289&source=searchresults