
CNC Machinist(s) & Lathe Operator(s) & Bridgeport Operator(s) & Mold Maker(s) & Night Shift Supervisor - Cutting Edge Precision Services

- Date Listed - 23-Feb-17
- Address - 3230 Moynahan St, Oldcastle, ON N0R 1L0, Canada
- Job Type - Full-Time

Do you want to be part of the fastest growing Tool shop in Windsor? A company that offers the latest and greatest technology in a clean work environment. Cutting Edge Precision Services, a division of Proper Group International, is looking for you!

Our team is currently looking to hire the following position:

CNC Machinist(s)

- 5 axis CNC Machinists 3-5 yrs exp.
- 3 axis CNC Machinists 3-5 yrs exp.
- Boring Mill Machinists 3-5 yrs exp.

Lathe Operator(s): 2-3+ years Lathe Operator experience

- Essential Functions:
- Capable of reading Blue Prints
- Capable of using various measuring tools
- Capable of operating manual lathe and surface grinder

**Bridgeport Operator(s): 2-3+ years Bridgeport Operator experience**
- Capable of reading Blue Prints
- Capable of using various measuring tools
- Capable of operating surface grinder

**Mold Maker(s): 1-5 years’ experience**
- Capability to assemble/disassemble molds
- Capability to Plug Water
- Ability and skill to work independently

**Night Shift Supervisor**

**Essential Functions:**
- 3-5 years’ experience in mold making and/or machining (in a mold manufacturing environment)
- Capability to assemble/disassemble molds, plug water and have a solid understanding of machining concepts
- Ability to interpret specifications, blue prints and job orders to associates and assign duties
- Ability to analyze and resolve work problems, or assist associates in solving work problems.
- Must have a supervisory background and have demonstrated ability to carry out supervisory responsibilities in accordance with the company’s policies and applicable laws.
- Maintain adherence to company policies, safety/ergonomic standards and good housekeeping practices.

**All candidates MUST:**
- Be relied upon to meet delivery dates
- Have exceptional attendance and punctuality
- Be willing to work afternoon shift &/or Swing shift

- Cutting Edge offers permanent full time positions, competitive wages, company benefits and RRSP plan.
- Please apply by sending your resume through email (abailie@cuttingedgetech.ca) or bring your resume to Cutting Edge Precision Services - 3230 Moynahan Street, Oldcastle, ON N0R 1L0

**LINK:**

**Web Developer - JAZ Marketing & Design Inc**
- Date Listed - 23-Feb-17
- Address - 141 Talbot St W, Leamington, ON N8H 1N2, Canada
- Company - JAZ Marketing & Design Inc
- Job Type - Full-Time
- Job brief
  - We are looking for a skilled Web programmer to join our team. You’ll be responsible for coding and improving client web sites, programs and applications.
  - As a Web programmer, you should write clean code to ensure our programs run properly and address our client's needs. If you're passionate about web development and perform well working in a team environment we would like to meet you.

**Responsibilities**
- Produce fully functional programs writing clean, testable code
- Collaborate with internal teams to identify system requirements
- Integrate back-end data
- Design user interface and web layout using HTML/CSS practices
- Upgrade and repair existing programs
- Perform periodical tests and debugging to maximize program efficiency
- Create technical documentation for user support
- Suggest new features to improve program navigation and operation
Follow security principles
Stay up-to-date with industry developments

Requirements
- Proven working experience in web programming
- Top-notch programming skills and in-depth knowledge of modern HTML/CSS, PHP, ASP.NET, Javascript, JQuery & API's
- A solid understanding of how web applications work including security, session management, and best development practices
- Proven knowledge of relational database systems (MySQL), Object Oriented Programming and web application development
- Hands-on experience with network diagnostics, network analytics tools
- Basic knowledge of Search Engine Optimization process
- Aggressive problem diagnosis and creative problem solving skills
- Strong organizational skills to juggle multiple tasks within the constraints of timelines and budgets
- Ability to work and thrive in a fast-paced environment, learn rapidly and master diverse web technologies and technique

LINK:

Warehouse Supervisor – NatureFresh Farms
- A warehouse supervisor works with a team of individuals, including the Warehouse Manager and Human Resources to ensure production and other processes run smoothly

Duties and Responsibilities:
- Monitoring employee schedules and attendance
- Providing feedback, discipline and performance reviews as per company standards
- Ensuring quality standards are met at all times
- Full compliance with all Health & Safety and Food Safety policies & procedures
- Maintain cleanliness of work area
- Training employees on an ongoing basis

Requirements
- Experience is an asset but not a requirement
- Excellent communication skills
- Team player
- Attention to detail
- Safety Shoes

Job Related Conditions
- Winter temperatures are comfortable however please note that summer temperatures can be very warm and humid
- Walking, sitting and standing throughout the day
- Hours will fluctuate according to the ongoing needs of the business
- Working with minimal supervision during the day but also communicating with the warehouse manager and HR as necessary
- Pay rate depends on experience.
- We thank all applicants for their interest in this opportunity, however, only those under consideration will be contacted.

DETAILS
- Posted: 2016/08/11
- Department: Farm
- Location: Leamington, ON
Permanent Part-time Weekend and Relief Cook - Hiatus House - Windsor, ON
Part-time, Permanent

HIATUS HOUSE
A shelter for abused women and their children has the following job opportunity:

Permanent Part-time Weekend and Relief Cook

Qualifications:
- Community College diploma in Food Services is recommended
- Completion of “Food Handler” training course
- Experience in menu planning, food preparation, serving, ordering and purchasing

Working conditions:
- Available to work weekend shifts (9:30am to 5:30pm) and relief occasional shifts during the week and holidays

Please send resume with 3 references by March 15, 2017, to:
Genevieve Isshak, M.S.W., R.S.W.
Clinical Director of Residential and Outreach Services
Hiatus House
250 Louis Ave.
Windsor, ON N9A 1W2
Fax: 519-252-7296

No phone calls accepted.
An equal opportunity employer.
Accommodations for employees with disabilities who would like to apply for this position are available on request. Please contact Genevieve Isshak to make your needs known in advance.

Job Type: Part-time

LINK:
https://ca.indeed.com/viewjob?jk=25a1b4010c2df828&q=all&l=Windsor,+ON&tk=1b9iudntl1d61cdp&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Part-time Receptionist - Laser It! Salon & Medical Spa - Windsor, ON
Part-time

We are currently looking for a Part-time Receptionist to work between 15hrs to 25hrs a week. The candidate must be willing to work weekdays, nights and weekend shifts (Saturday Only).
If you have a passion for beauty and wellness, thrive in a customer service oriented environment and are a motivated, hard working team player we’d love to meet you!

Job Requirements
This position is the crucial, first point of contact for all spa guests. We are looking for somebody who loves the beauty industry and is willing to go the extra mile always. The right candidate must possess a great attitude and ability to multitask as well as have a warm and welcome smile and a positive attitude!

Additional Skills & Abilities preferred
- Customer service experience will be an asset
- Excellent communication, customer service skills, and work ethic
- Efficient, well organized, and able to handle a variety of duties simultaneously
- Professional manner, discretion, and appearance
- Excellent verbal and written skills
- Energetic, enthusiastic and motivational
- Strong team player
- Proficient in appropriate computer skills
- Previous Receptionist experience in a service environment is an asset.
- Exceptional communication skills and command of English language
- Previous sales/retail experience is an asset
- To apply go http://www.laser-it.ca/careers/ and upload your resume.

**Job Location:**
- Windsor, ON

**Required experience:**
- Customer Service: 1 year
- Receptionist: 1 year

**LINK:**
https://ca.indeed.com/viewjob?jk=1f051f0320a69589&q=all&l=Windsor,+ON&tk=1b9iudntl1d61cdp&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

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**Warehouse Worker - Plant Products - Leamington, ON**

**Warehouse Worker**
Canadian horticultural supply company has an immediate opening for an experienced Warehouse Worker temporary position possibly leading to fulltime employment.

**Duties & Responsibilities**
- General warehouse duties – loading and unloading of goods, order picking and packing.
- Daytime and evening shifts

**Qualifications and Experience**
- Experience as a Warehouse Worker
- Valid forklift licence.
- Valid driver’s licence and good driving record.
- High School Diploma or GED equivalent. The successful candidate will be well organized, efficient and self motivated. The nature of our business is fast moving and dynamic so you will need to be flexible and able to effectively deal with changes in business needs as they arise.

**Job Type:** Full-time

**Job Location:**
- Leamington, ON

**LINK:**
https://ca.indeed.com/viewjob?jk=73ac5e9a94bcd700&q=all&l=Windsor,+ON&tk=1b9iudntl1d61cdp&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

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**Industrial Sewer - Mayson Machining**

- Windsor, ON
- We are currently seeking Industrial Sewers for our location in Windsor

**About us:**
- Our Company has been established since 1979. We design, build, and process tooling and equipment for the automotive industry. We focus on compression tooling, foam tooling, fixture builds, press and oven builds and associated secondary equipment. We have the expertise to assist in part/product development as well as short part runs. We have a full cut and sew department to assist with various projects. Our tooling and equipment is designed and built with a focus on manufacturability at the production plant level. We have established 3 plants and have a staff of nearly 70 skilled people. We have a great working environment and employees are appreciated for good work.
- As an Employer, we offer an exciting opportunity for you to be part of our growing "Best In Class" Team in the industry today. We believe that our people are what makes us great and strive to offer our employees opportunities for advancement.
- This position performs a variety of sewing functions. These duties include but are not limited to reading specs, sewing covers according to the specification sheets, and examining covers to ensure they meet Mayson quality standards.
Knowledge
• Previous knowledge of sewing techniques; personally or professionally.
• Various knowledge of various sewing machines.

Skills and Abilities
• Ability to work independently as well as cohesively with employees and managers as part of a team.
• Problem solving skills in order to resolve conflicts and problems.
• Excellent interpersonal skills in order to maintain an excellent rapport with co-workers.
• Detail oriented and excellent organizational and multi-tasking skills.
• Ability to work efficiently and effectively under pressure with simultaneous deadlines.
• Ability to remain stationary at a sewing machine for extended periods of time.

Responsibilities
• Operates single, double needle sewing machines.
• Prepares machine by securing attachments.
• Sews materials together by guiding material under machine needle.
• Inspects covers upon completion to ensure they meet Mayson quality standards.
• Prepares rush orders for customers as prioritised by Management.
• Maintains complete knowledge of and comply with company and departmental policies, procedures and standards.
• Maintains client and company confidence by keeping information confidential and secure.
• Maintains a positive working relationship with team members and management in a team environment.
• Set-up and organize individual work area with designated supplies, forms and resource materials while maintaining cleanliness at all times.

Job Type: Part Time (With Potential of Becoming Full-Time)

Come work with us!
• We offer our employees competitive pay, comprehensive benefits, opportunities for advancement and the gratification of making a real difference.
• We pride ourselves on our excellent company culture, our very clean and safe working environment, and our commitment to being an equal opportunity company.
• We welcome applications from all qualified candidates.
• Please apply today!

LINK:

Mold Designers & Surfacers & Boring Mill Operators & Plate Machinists & Gundrill Operators & High Speed Programmers & Mold Makers & Spotters & Mold Polishers – Windsor Mold Group
• Operators. Come join our growing team thriving in a technology driven environment committed to investing in people, equipment and processes. Windsor Mold offers a competitive compensation package including comprehensive benefits, a company matched pension and generous holidays and vacation

LINK:
https://ca.indeed.com/viewjob?jk=09b662590642e39a&q=all&l=Windsor,+ON&tk=1b9iudntl1d61cdp&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Human Resources Generalist - ParaMed Home Health Care - Windsor, ON
• ParaMed Home Health is the largest Home Health Care Company in the country! This integral position will report to the District Director. The successful candidate will be responsible for full cycle recruitment, Employee Relations, Performance Management, Compensation & Benefits, Training & Development, WSIB
Responsibilities

- The Human Resources Generalist will perform full cycle recruitment including sourcing, screening, interviewing, referencing and presenting offers to applicants for internal and external job postings;
- Process new hire paperwork including capturing results for criminal background checks
- Coordinates and conducts general orientation for new hires
- Utilize Talentsorter ATS system and other software to track and record hiring statistics
- Administers WSIB and Occupational Health & Safety programs
- Administers payroll and benefit paperwork for new and existing employees
- Abide by Human Resources policies according to union collective agreements, company policies and provincial and federal legislation including Employment Standards Act among others
- Serves as the initial point of advice, problem resolution, and facilitation in the area of employee relations, performance management, and employee discipline
- Advises both employees and management regarding employee relations policies and procedures, association/contract terms and conditions
- Researches, identifies and analyzes specific employee relations concerns and makes appropriate recommendations to management
- Assists management with performance management including progressive discipline and termination
- Conduct and coordinate exit interviews for departing employees
- Complete required paperwork and correspondence for employee transfers
- Other duties as assigned

Qualifications

- A minimum of 2 years Human Resources Generalist experience is required, preference will be given to those with experience in Health Care
- Successful completion of post secondary education required, preferably in Human Resources
- Knowledge of relevant Employment legislation including Employment Standards Act, Accessibility for Ontarians with Disabilities Act and Human Rights legislation
- Superior computer skills including experience with MS Word and Excel combined with experience with ATS systems
- Commitment to cultural diversity in the workplace as it relates to the employment process
- A commitment to providing excellent customer service combined with a sense of urgency in order to meet the needs of the business, detail oriented, organized
- Ability to regularly travel outside the city to other sites and Head Office as required.
- Ability to provide a clear criminal background check
- In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and ParaMed’s Policies on Accommodation, a request for accommodation will be accepted as part of ParaMed’s hiring process
- Job Type: Full-time

Required experience:
Human Resources: 2 years

LINK:
https://ca.indeed.com/viewjob?jk=5d102e8421126511&q=all&l=Windsor,+ON&tk=1b9iudnt1d61cdp&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

CNC Operators & General Machinists & Mold Makers & Mold Improvers - Enterprise Mold Ltd.

- Windsor, ON, CANADA
- With our expanded operations we need your skills to meet our needs now, as well as the future!
- We are hiring Full-Time positions in all aspects of our shop:
  - CNC OPERATORS & GENERAL MACHINISTS & MOLD MAKERS & MOLD IMPROVERS

Please apply in person at:
3270 Devon Drive
Windsor, Ontario
Biologist - Dillon Consulting Limited

- (3+)
- We are currently seeking candidates for the position of Biologist in our Windsor office.

Responsibilities

- Management and coordination of projects and technical studies for the natural environment component of a variety of natural resource and development assignments
- Preparation and presentation of reports, presentations and proposals
- Attending meetings with clients, agencies and regulators
- Direction and instruction to project team members including natural scientists, technologists and technical support staff
- Enhancement of client relationships and development of new business opportunities with both public and private sector clients
- Input to the career development of more junior staff, including technical direction, training recommendations, coaching and mentoring
- Contributions to Dillon’s corporate profile through active participation in professional associations and committees
- Business travel upon request

Qualifications

- A degree in biology, environmental science or a related discipline, preferably at the master’s level
- A minimum of three years’ related work experience, preferably in consulting
- Experience in land development consulting services
- Terrestrial-related work experience and experience with southwestern Ontario Species at Risk process
- Ministry of Natural Resources and Forestry certification(s) in Ecological Land Classification and/or Wetland Evaluation would be considered an asset
- Arborist certification considered an asset

Experience

- Experience in field data collection, natural environment assessment, mitigation and monitoring
- In-depth knowledge in one or more of avifauna, botany, herpetozoa, etc.
- Experience across a diversity of sectors, including environmental baseline programs and environmental impact assessments
- Construction-related monitoring experience would be considered an asset
- Proven technical writing skills
- Demonstrated commitment to high quality client service
- Leadership experience
- Strong interpersonal, verbal and written communication, and organizational skills
- In-depth knowledge of relevant provincial and federal environmental legislation and policies
- Ability to work independently and in a team environment

Site Inspector – AECOM Windsor, Ontario

- Requisition/Vacancy No. 151094BR
- Position Title Site Inspector
- Job Category Engineering - Construction
- Business Line Water
- Country Canada
- State/Province/Region CAN - Ontario
City Windsor

Why Choose AECOM? AECOM is a premier, fully integrated professional and technical services firm positioned to design, build, finance and operate infrastructure assets around the world for public- and private-sector clients. With nearly 100,000 employees — including architects, engineers, designers, planners, scientists and management and construction services professionals — serving clients in over 150 countries around the world, AECOM is ranked as the #1 engineering design firm by revenue in Engineering News-Record magazine’s annual industry rankings, and has been recognized by Fortune magazine as a World’s Most Admired Company. The firm is a leader in all of the key markets that it serves, including transportation, facilities, environmental, energy, oil and gas, water, high-rise buildings and government. AECOM provides a blend of global reach, local knowledge, innovation and technical excellence in delivering customized and creative solutions that meet the needs of clients’ projects. A Fortune 500 firm, AECOM companies, including URS Corporation and Hunt Construction Group, have annual revenue of approximately $19 billion. More information on AECOM and its services can be found at www.aecom.com.

About the Business Line

Water
- We create comprehensive delivery solutions for water, wastewater and wet weather systems, desalination, water resources, water reuse, tunneling, and community infrastructure through traditional and alternative delivery services such as program management and design-build.

Job Summary
- The Water Division of AECOM is actively seeking a creative, highly talented Site Inspector for immediate employment in the Windsor, Ontario office.

Responsibilities of this position include but are not limited to:
- Oversee the work of the contractor on transportation and municipal infrastructure construction projects
- Co-ordinate with the Contractor for confirming survey, layout and construction within required tolerances
- Review the quality and type of materials delivered to sites as well as the methods and means and finished products to ensure conformance with designs and specifications
- Provide inspection of various items in accordance with the Inspection Task Manual
- Prepare monthly progress quantity reports for work completed by the contractor for payment and work with the client to ensure proper preparation of Payment Certificates
- Work with the Contract Administrator to prepare and issue Site Instructions, Contemplated Change Orders and Change Orders
- Work with the design team to understand the nature of the work, review drawings, specifications and contract item lists and provide constructability comments to the designers as appropriate
- Maintain daily diaries for references and payment purposes
- Provide input on claims including quantities, basis of payment and entitlement
- Minimum Requirements
  - College CET diploma or equivalent
  - 5+ years of directly related experience
  - Excellent verbal communication and interpersonal skills
  - Strong organizational and record keeping skills; knowledge of Microsoft Office
  - Access to a vehicle for site work
  - Must possess a valid driver’s license

Preferred Qualifications
- College CET diploma or equivalent
- 7+ years of related experience
- CET designation
- ACAD ability
- Survey experience with a total station, GPS etc.

What We Offer
- AECOM is a place where you can put your innovative thinking and business skills into high gear and work alongside other highly intelligent and motivated people. It’s a place where you can apply your skills to some of
the world's most challenging, interesting, and meaningful projects worldwide. It's a place that values the diversity of our areas of practice and our people. It's what makes AECOM a great place to work and grow.

- AECOM is an equal opportunity employer and Minorities, Females, Veterans, and Disabled persons are encouraged to apply. For further information, please click here at http://www.aecom.com/deployedfiles/Internet/Careers/Diversity%20and%20Inclusion/EEO%20is%20the%20Law%20Poster%20Supplement.pdf to view the EEO Is The Law poster.

**LINK:**
http://aecom-canada.jobs/windsor-on/site-inspector/9DA41A070F8348F48EA54886AC848F41/job/

**Diesel Mechanic/Apprentice – Canadian Pacific**
- Windsor (55645)
- Posted 02/22/2017 - Canada - Ontario - Windsor
- Req ID: 55645
- Department: Operations - Mechanical Loco
- Job Type: Full-Time
- Position Type: Union
- Location: Windsor, Ontario
- Country: Canada
- # of Positions: 1.00
- Job Available to: Internal & External
- Deadline to apply: 03/07/2017
- Do you like challenging work? Becoming a Diesel Mechanic is the perfect job for you!
- In this challenging role you will be a member of a team working in a high production environment performing preventative and corrective maintenance to Locomotives

**The starting rate of pay:**
- Diesel Mechanic rate is $30.839 - $36.281 per hour
- Apprentice Rates start at $27.888 per hour and go up every 1000 hours until full rate is reached
- Classification of Diesel Mechanic and Apprentice will be determined by experience and current shop mix.

**POSITION ACCOUNTABILITIES:**
- Maintain, inspect, service, test and repairs all systems on locomotives, mobile equipment and vehicles used in plant, yard and road service;
- Services locomotive cabs which include cleaning/washing cab walls, windows, floors and servicing of locomotive toilets compartment and toilets;
- Make the evaluation of parts for reuse, repair or replacement;
- Work to blueprints, schematic drawings, service manual and other like information. Adapts to new methods, processes, material and equipment;
- Perform non-structural welding, (i.e. Tacking);
- Perform adjustment and calibration to mechanical components;
- Perform modification and construct mechanical assemblies;
- Perform maintenance and low voltage repairs of Locomotive electrical systems;
- Use various hand and power hand tools;
- Operate equipment such as overhead or mobile cranes and forklifts to assist in assignments;
- Adapts to new methods, processes, material and equipment.

**POSITION REQUIREMENTS:**
- Must have a High School Diploma or General Equivalence Diploma;
- Preference given to those with a Journeymen diesel, heavy-duty, Truck and Trailer, Farm Implement Mechanics or related fields;
- Journeymen automotive with diesel experience will also be considered;
- Industrial Electrical experience is considered an asset;
- Strong problem solving and computer skills;
- Must be able to work within strict established safety and work guidelines/rules to complete job;
• Will be required to have obtain all CP certification pertaining to specific tasks and assignments;
• CP operates 7 days a week, 24 hours a day, 365 days a year; must be able to work on various shifts and on
weekends.

WHAT CP HAS TO OFFER:
• Flexible and competitive benefits package
• Competitive company pension plan
• Annual Fitness Subsidy

ADDITIONAL INFORMATION:
Medical Requirements:
• CP is committed to the safety and health of its employees and the general public. This position is considered a
safety sensitive; all new hires will be required to complete a pre-employment medical evaluation that includes a
vision, hearing, drug screening and pre-employment physical.

Background Investigation:
• The successful candidate will need to successfully complete the following clearances:
  • Criminal history check
  • Reference check
  • Education verification
• CP is an equal opportunity employer committed to the principles of employment equity and inclusion. We
welcome applications from all qualified individuals. All applicant information will be managed in accordance
with the federal Personal Information Protection and Electronic Documents Act ("PIPEDA").

LINK:
https://career4.successfactors.com/career?career_ns=job_listing&company=CPR&career_job_req_id=55645

Site Director – Diageo Amherstburg
• Auto Req Id - 55251BR
• Function - Supply Operations
• Type of Job - Employee
• Country Canada
• Town/City - Amherstburg
• North America State/Province - Ontario

External Job Description Purpose of Role
• Directs Amherstburg facility to achieve business plans and compliance with all Diageo and regulatory
requirements to ensure quality products are produced. Ensures compliance with safety, environment and health
of the facility. Identifies business risks and executes necessary change to achieve performance results.
Effectively leads and develops site leadership teams in alignment with Diageo Capabilities.

Financial Responsibility:
• Develop and effectively manage multi-million dollar budgets to mitigate risks and ensure optimal business needs
and product qualities are met through capital investments and expenditures.

Complexity of Role:
• Is accountable for the performance and results of multiple departments within the Amherstburg facility.
• Develops departmental plans, including business, production and/or organizational priorities.
• Amherstburg Site Contains Blending Department, Finished Goods Warehouse (storage of approx. 250K cases)
and Bottling department (approx. 4.6 Million Cases/yr.). Has a high level of technical and regulatory expertise.
Recognized as an expert and develops colleagues. Interfaces with Senior Leadership as well as individuals of
various functions including Diageo NA, external vendors and regulatory agencies

Management Responsibility:
• Provides leadership to managers, supervisors and/or professional staff; and has 8 direct reports. The overall site
headcount ranges from 110-160 depending on season. Has extremely high authority in dealing with the
multitude of decisions/challenges required to achieve business and personnel performance.
Decision Making:
- High level of decision making impacting long and short-term business strategy guided by resource availability and functional objectives. Daily decisions guided by preservation of product integrity or compliance with Diageo and regulatory compliance.

Key Outputs:
1. Drive business strategy by linking to team and individual performance and direct planning and implementation of key plant initiatives.
2. Inspire and motivate employees to achieve performance levels and potential through highly developed coaching skills and effectively utilizing P4G and PDM Framework.
3. Develop and manage annual operating plans/capital projects and execute actions plans that drive efficiencies, achieve quality standards and comply with Diageo and regulatory agency.
4. Ensure optimum performance levels are achieved to effectively reduce cost of goods sold.
5. Build & Leverage relationships with peers within Diageo supply sites in benchmarking and continuous improvement efforts.
6. Liaison with internal Diageo NA and Global personnel and external professional, technical and regulatory agencies to maintain high level of technical expertise and compliance.
7. Ensure compliance to meet CARM, CTPAT and LTO requirements.
8. May lead Collective Bargaining process with local trade union (CAW).
9. Leads an effort to achieve great business results by maintaining/instituting a Continuous Improvement culture utilizing manufacturing excellence tools.

Qualifications and Experience Required:
- Undergraduate degree in related field and 8 + years in a leadership role in consumer packaging / manufacturing experience required.
- Proven leadership and employee engagement skills
- Project management skills
- High level of regulatory technical expertise
- Excellent verbal and written skills
- Financial and budgeting experience
- Experience in a Unionized Environment is a must
- Computer literate; MS Outlook, Word, Powerpoint, Excel. Excellent data management (spreadsheet) and query skills a must.

LINK:
https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?jobId=2469355&PartnerId=11729&SiteId=208

Senior Accounts Payable and Receivable Administrator - Integram Windsor Seating
- Group - Magna Seating
- Division - Integram Windsor Seating
- State/Province/County - Ontario
- City - Tecumseh
- Job Type - Regular

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

Job Introduction
- To assist with account analysis and reconciliation, accounting for and confirming inter company transactions, warranty, legal, all aspects of invoicing customers for product shipments and applying of payments received.
Major Responsibilities

- Accounting for intercompany transactions and balancing - includes invoice processing, issuing of wires, and month-end confirmations.
- Processing of debit/credit memos.
- Month-end closing of A/P, A/R; running of month end reports; and running of weekly interfaces.
- Preparing account reconciliations including I/C, Accounts Receivable, and Vendor Returns.
- Accounting for and reconciling warranty expenses and accruals - includes the processing of warranty debits to suppliers.
- Accounting for and reconciling legal expenses and accruals.
- Processing of internal FCA invoices and related debit and credit memos.
- Processing of external FCA invoices related to "C" orders, Tooling, Obsolescence, green recs, IAA's, etc.
- Processing of cash receipts.
- Administering and reconciling Petty Cash.
- Assisting with balance sheet, working capital and foreign exchange forecasting and budgeting.
- Reconciling FCA service receipts.
- Verifying and processing invoices for packaging and shipping service orders.
- Auditing and processing Expense reports and cheques.
- Preparing the monthly A/R > 60 days, A/P > 60 days and POAI > 60 day reports.
- Responsible for all AP functions related to freight, customs, sort companies, tooling, fixed assets, and other non-productive suppliers as assigned.

Knowledge and Education

- A university degree in an accounting program. Minimum five years experience in accounting or equivalent in a manufacturing environment, preferably the automotive industry. Excellent interpersonal skills. Sound knowledge of Microsoft Office.

LINK: https://global3.recruitmentplatform.com/syndicated/lay/jsoutputintrapidocf?component=lay9999_jdesc100a&id=QAXFK026203F3VBQBV77997962&nPostingID=21310&nPostingTargetID=56930&mask=magnaexsb&lg=EN

Account Manager – Brave Controls
4520 Rhodes Drive, Suite 500
Windsor, ON N8W 5C2

Us
- We are an automation company working with manufacturers of all sizes. We are experts in designing and integrating automation and robotic systems. We manage, design, integrate, commission and support projects from start to finish. We are hard-working, hands-on professionals.
- We also know how to relax: pool table and darts in the lunch room; open concept work space with lots of natural light; great lunches and ‘offsite’ meetings. We have a fun environment full of great, easy-going people.
- We are the one of Canada’s fastest growing company listed on the Profit 500.

Role
- Account Managers serve as the company’s principal client contacts and are primarily responsible for developing and maintaining positive client relationships. They are expected to be pro-active in pursuit of client satisfaction and new business development. It is expected that they have an advanced level of knowledge, experience and understanding of their client’s business needs and objectives. Account Managers are an integral and important position within the company and are responsible for ensuring all client expectations are met or exceeded throughout the lifecycle of a project. They are client advocates within Brave providing guidance and direction to management and internal project teams.

You Will
- Act as the company’s primary client contact for assigned accounts
- Lead the discovery phase for all new business opportunities
- Support new business initiatives by developing client account plans and forecasts
- Represent the clients interests within Brave ensuring we fulfill our commitments
Occupy a leadership role in guiding senior-level clients and internal teams

**Job Requirements:**
- A Degree/Diploma in Marketing, Communication or any other related experience
- Excellent interpersonal skills to be able to nurture and maintain strong client relationships
- Knowledge of the manufacturing industry
- Superior situational analysis, judgment, negotiation and decision-making skills
- Ability to work under pressure, heavy workloads, tight deadlines and high expectations
- Superior written and verbal communication skills
- Dynamic presentation skills
- Knowledge of office applications like MS Word, Excel, PowerPoint, Project

**LINK:**
http://www.bravecs.com/careers/accountmanager

**Web Designer - DarkRoast Digital - Windsor, ON**
- Windsor's Fastest Growing Digital Media and Marketing Agency is looking for a creative, driven and enthusiastic Junior Web Designer to join our team!
- DarkRoast Digital is a young, progressive and fast paced company currently servicing 50+ Clients across Ontario and expanding quickly.
- Our company is growing quickly and we are looking to build a great team of people who are interested in growing with us.
- Although we welcome candidates with working experience our hiring decisions are based exclusively on the quality of work and the energy the potential candidate can bring to the team. Which means we are welcoming all entry level applicants.
- We need a creative Graphic / Web Designer to fill an immediate opening. Although experience is not necessary, an applicant with working experience who demonstrates an ability to manage their own projects effectively will be viewed very favorably.
- Core Competencies and Knowledge base

Our ideal candidate will have:
- Creativity and imagination
- Confidence to think outside the box and propose ambitious ideas.
- Proficiency with Adobe Create Suite
- Experience and Formal Education in Graphic Design or Art
- Thorough understanding of Web Design Principles - Responsive Design, Wire Framing, Grids etc.
- Mobile UI/UX design experience
- Basic Knowledge of HTML and CSS
- A desire to continuously learn and develop skills

In addition to (not required)
- Experience with photography and videography
- Experience with animation
- Front end-web development experience
- Experience in other graphic design fields: Branding, Print, etc
- Dog Lover

What would be expected of you:
- Working directly with development and creative teams
- Creating exciting, creative and cutting edge web design and web experiences
- Creating web design assets- ie: Header images, backgrounds, icons etc
- Producing complete page designs, mock-ups and wireframes.
- Researching and implementing newest web design / development techniques
- Continuously learn and develop skills
We want you to join our team if you are:
• Have a desire to continuous learn and personal development. This is really important to us.
• Demonstrate an enthusiasm for web design
• Are able to effectively communicate ideas
• Are creative and a good problem solver
• Able to work effectively in a fast-paced, dynamic environment that supports team mentoring

Job Location:
• Windsor, ON
• Note* Our office is a Dog-Friendly Environment. Our employees are welcome to bring their dogs to work with them provided they are trained and friendly. We have 2 dogs that come to work everyday so anyone with dog allergies may not be comfortable working here.
• Applicants must submit a portfolio with application in order to be considered.
• Job Type: Full-time
• Job Location: Windsor, ON

LINK:
https://ca.indeed.com/viewjob?jk=906c9d17e1a5bbf6&q=all&l=Windsor,+ON&tk=1b9lafq1r1d69c6j&from=ja&alid=56c17c4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Administrative/Accounting Clerk - SWT Group - Windsor, ON

ABOUT SWT Group
• SWT Group prides itself on being one of the industry’s most innovative providers of asphalt and industrial coating products and services. More than just another vendor, we invest in serving our customers both before and after the sale. As a leading value-added, problem-solving supply partner, we are committed to end-to-end quality and innovation in meeting customer needs. We develop lasting relationships based upon trust, integrity, and win-win relationships with our employees, customers, and suppliers.
• SWT Group is ISO9001:2008 certified for the design, development, manufacture and supply of raw materials, finished products, and freight logistics. Our continuing success over many decades is the result of our commitment to continuous improvement and the efforts of the many talented people who make up our team.

Job Description
• SWT Group is currently seeking a full-time Administrative / Accounting Clerk in our Windsor, Ontario Office. This position will report directly to the Controller. Resumes and inquiries should be submitted via e-mail.

Key Job Responsibilities
• Matching of invoices with purchase orders
• Electronic file saving of all accounting related documents
• Enter invoices and vendors into SAP Business One
• Assist in processing cheque runs
• Posting of accounts receivable payments
• Perform collection calls for overdue invoices
• Investigate and follow-up on any accounts payable related issues
• Maintain inventory of office supplies and place orders as required
• Assist with month end close
• General administrative duties – i.e. processing mail, UPS shipments, phone answering, etc.
• Ad hoc projects

Qualifications
• 1 to 3 years direct experience in an accounting position
• Demonstrated ability to accurately calculate, post, correct and manage accounting figures
• Able to perform account reconciliations
• Proficiency in Microsoft Office
• Excellent oral and written communication skills
• Strong work ethic and positive team attitude
• Ability to multi-task
• Experience with SAP Business One would be an asset

Job Type: Full-time

LINK: https://ca.indeed.com/viewjob?jk=32f5203d44815e71&q=all&l=Windsor,+ON&tk=1b9lafq1r1d69c6j&from=ja&alid=56c17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Mold Making Apprentice - Concours Mold, Inc - Windsor, ON

Full-time, Apprenticeship

Concours Mold provides an excellent training program which encompasses all aspects of Mold Making. We are committed to providing the tools and resources to be a successful Mold Maker while learning the qualities necessary to become a world class leader in the industry that is recognized by superior work.

JOB TITLE: MOLD MAKER APPRENTICE
REPORTS TO: GENERAL MANAGER

JOB FUNCTION:
In support of the Mission and Vision of Concours Mold, Inc., the Mold Making Apprentice is responsible for various duties within the department such as preparation, plumbing, electrical, spotting, and handwork for Concours Mold. Reporting to the General Manager, the Mold Maker ensures quality is a priority each and every time while also achieving deadlines and customer satisfaction.

DUTIES AND RESPONSIBILITIES

• Regularly devise and detail a plan for the mold-building process including; verify features of the mold components, develop and organize a mold build plan, perform mould-building related calculations, assemble and verify tooling stock materials, produce a detailed sketch of mold components, build tooling aids for mold-building process, lay out template(s), and produce templates
• On a daily basis, build/fabricate mold components which includes but is not limited to; rough-out mold components, stabilize work piece material, produce cores, produce lifters, inserts, and slides, produce cavities, produce detailed parts, perform final inspection, complete work documentation, maintain material identification, and move work piece
• On a daily basis, fit and assemble a mold which includes, but is not limited to; transfer and locate holes, fit and size mold components, check cooling and heating circuits, install mold components in the spotting press, spot the mold, final-inspect mold, install ejector system components, install runner system components, check assembled mold, move work piece, and complete work documentation
• On a daily basis, finish/polish the molding surface which includes, but is not limited to; identify and select hand-finishing tools, clean and deburr mold surface, detail the work piece, remove tool and cutter marks, verify contours of the work piece, final-finish the mold surface, complete work documentation, and move work piece
• Regularly reads and interprets complex engineering drawings and work-process documentation
• On a daily basis, designs, builds, and repairs moulds and models used to mass produce plastic or metal components or products
• Regularly builds precision mould components using conventional and numerically controlled metal-cutting machines and equipment including saws, drills, grinders, lathes, mills, and EDMs
• On a daily basis, performs work-in-progress measuring or checking using specialized and precision tools and equipment
• On a daily basis, make all appropriate personnel aware of any potential tooling problems, issues or questions
• At all times, adhere to customer standards on all tool designs and the internal lean manufacturing guidelines
• Regularly use the overhead crane to transport molds / mold components through the shop and set up
molds in presses (weight up to 50,000lbs);
• Regularly use the forklift to transport molds / mold components throughout the shop and prepare them for tryouts (weight up to 5,000lbs);
• On a daily basis, maintain a clean workspace and organization of materials;
• On a daily basis, maintain continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs using provided paper and/or electronic logs;
• Responsible for maintaining safe operations by keeping work area clean and organized and by adhering to safety procedures and regulation
• Participate in required meetings and training, as requested.

**JOB SPECIFICATIONS :**
• High school diploma or equivalent is required;
• Coursework or equivalent completed in manufacturing
• Ability to perform under pressure and work independently;
• Ability to prioritize tasks and meet deadlines as required;
• Ability to ensure quality standards are met;
• Strong attention to detail is required;
• Strong leadership, interpersonal, communication and relationship building skills;
• Proficient in time management and communication skills;

In accordance with Accessibility for Ontarians with Disabilities Act (AODA), 2005, and the Ontario Human Rights Code, Concours Mold Inc. will provide accommodations when requested by the employee. When the employee becomes aware of any disabilities that would affect them from performing their duties they will advise Concours Mold Inc. if accommodation is required.

**Job Type: Full-time**

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

**Required experience:**
• Manufacturing: 1 year

**LINK:**
https://ca.indeed.com/viewjob?jk=4034966734490ee7&q=all&l=Windsor,+ON&tk=1b9lafq1r1d69c6j&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

**CNC Programmer/Operator - Multi-Task Machining - Oldcastle, ON**
• Multi-Task Machining is a custom multi axis CNC machine shop serving the injection Mold industry since 2013. In order to meet the growing demands of our customers, Multi-Task Machining is expanding its capacity, and is currently looking to fill positions for the following:
• CNC programmer/machinist- With experience in 3 axis- core/cavity high speed finishing.
• CNC programmer/machinist- With experience in 3+2 and 5 axis- core/cavity high speed finishing.
• CNC programmer/machinist- With experience in 3+2 and 5 axes Mold component machining.
• Competitive wages, flexible work environment, benefits and pension plans available. Pay structure DOE.
• ***CAM cutter path creation experience is required.
• Please respond to the advertisement with available start date and a word or pdf attachment of your Resume.

**Job Type: Full-time**

**Required experience:**
• Cam Cutter Path Creation: 1 year

**LINK:**
https://ca.indeed.com/viewjob?jk=e6cf367cd8c8225c&q=all&l=Windsor,+ON&tk=1b9lafq1r1d69c6j&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

**General Labour - BK Cornerstone Design Build Ltd. - Windsor, ON**
• BK Cornerstone Design Build Ltd. is looking for full-time General Labour in the following categories:
• Paint
• Front-End
• Trim
• Framing
• Must be able to work throughout Essex County
• Job Type: Full-time

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

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

**LINK:**
https://ca.indeed.com/viewjob?jk=2afdf92468463980&q=all&l=Windsor,+ON&tk=1b9lafq1r1d69c6j&from=ja&alid=56c
e17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

### 3 Dispatchers – Dicom Transportation Group Windsor
Date Posted: 2/3/2017

**JOB DESCRIPTION**

• Dispatcher: Windsor
• We are presently looking for three Driver Dispatcher in our Windsor terminal.
• Dicom Transportation Group is offering an excellent opportunity for three Full Truck Load Dispatchers ready to grow their career with a leader in the transportation industry. In order to continue our tremendous success and unparalleled growth, we are searching for qualified and ambitious individuals to organize the daily dispatch, schedule company equipment, drivers, pickups and deliveries in a safe and timely manner within the Windsor area which includes cross border routes.
• Position is based at our Windsor Terminal.
• Alpha

**Working conditions:**
- Salary based on experience
- Competitive Benefits package
- Working environment fair and dynamic
  - If you want to be part of a growing team, please send your resume at [Click Here To Join] or fax it to (905) 457-3661.
  - Only selected candidate will be contacted. Please note that Dicom Transportation Group is subscribed to a program of employment equity.

**LINK:**
http://www.jobs.net/jobs/dicom-express/en-us/job/Canada/3-Dispatchers-Windsor/JHR50G60XG6J8S2TZ6B/

### Shipping/Receiving - CenterLine Windsor Ltd. - Windsor, ON

**Temporary**

• Ensure proper coding, quantities requested and authorized approvals are documented
• May have vendor contact
• deliver goods to the stock area or the build groups, back order follow-up
• Maintenance of stock area
• Perform miscellaneous duties as assigned
• Secondary School Diploma
• Computer experience an asset
• Organizational skills
• Forklift and Crane training preferred
• Visual software preferred

**Job Type: Temporary**
Required education:
• High school or equivalent

Required experience:
• Shipping: 1 year
• Shipping and Receiving: 1 year
• Receiving: 1 year

LINK:
https://ca.indeed.com/viewjob?jk=aef4ffcd35f1a6fb&q=all&l=Windsor,+ON&tk=1b9laflq1r1d69c6j&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

Heavy Equipment Operator - Construction - The Home Improvement Experts - Windsor, ON
• Looking for an experienced equipment operator with AR or EZ Licence who is familiar working with Mini Excavator, Bobcat, and Backhoe for construction, concrete and landscaping projects. Competitive pay!
  Apply today!
• Please call us at (519) 999-8443 or email us a resume.
• Job Type: Full-time

Job Location:
• Windsor, ON

Required experience:
• Heavy Equipment Operator: 2 years

Required licenses or certifications:
• EZ
• A Restricted

LINK:
https://ca.indeed.com/cmp/The-Home-Improvement-Experts/jobs/Heavy-Equipment-Operator-bba5cc63bda44c03?q=all

Industrial Millwright - Gates Corporation - Windsor, ON
$32.21 an hour
• 3-5 years experience in machining environment
• Red Seal Industrial Millwright Mechanic (433A)
• Able to maintain production and facility equipment in working condition for max uptime
• Able to complete work assignments as directed through assignment of work orders in a timely manner
• Perform outlined procedures for regular machine preventive/predictive maintenance program
• Conduct troubleshooting and repair activities for machine breakdowns
• Ensure compliance with all legislative requirements
• Support and maintain the department lean initiatives
• 3 shift rotation
• Only candidates selected for first round interviews will be contacted
• Job Type: Full-time
• Salary: $32.21 /hour

Required experience:
• Automotive Manufacturing: 2 years

Required license or certification:
• Red Seal Industrial Millwright Mechanic (433A)

LINK:
https://ca.indeed.com/cmp/Gates-Corporation/jobs/Industrial-Millwright-4c67f1b066b3e41d?q=all

Reptile Recovery Field Intern - Wildlife Preservation Canada (Windsor)
• Seasonal Windsor, Ontario
• Closing date: Mar 5, 2017
Job Description

Position: Reptile Recovery Field Intern
Project: Ojibway Prairie Reptile Recovery (OPRREC)
Location: Windsor, Ontario
Type of Position: Full-time (40 hr./wk.) temporary position (16 weeks) Anticipated Start: 1 – 15 May 2017
Rate of Pay: $2194 per month fixed salary, including 4% vacation pay (equivalent to $12/hr.)

Hours of Work:
Flexible daily and weekly schedule to suit project needs and weather conditions.
Working weekends will be required.

GENERAL DESCRIPTION

Wildlife Preservation Canada (WPC) is seeking two summer interns to assist with implementation of 2017 activities related to the OPRREC program. Work will occur at the Ojibway Prairie Complex and Greater Park Ecosystem in Windsor, Ontario. The ultimate goal of this program is to recover the Ojibway population of Massasauga rattlesnakes, while providing recovery benefits to a suite of other species at risk (SAR). Working under the direction of the Program Coordinator and the SAR Field Biologist, the interns will assist with various components of this program, including 1) enhancing SAR habitat, 2) monitoring SAR reptile populations, 3) managing human-snake conflict, and 4) mitigating reptile road mortality. Supervision will be provided on-site by the Program Coordinator based on an initial multi-day orientation and training session, followed by a weekly “check-in” to discuss work progress and resolve any problems. The interns will have daily contact with either the SAR field Biologist and/or the Program Coordinator.

DUTIES AND RESPONSIBILITIES

1. Assist with SAR habitat enhancement (e.g., invasive species pull in May and creation of shelter/gestation sites in July-Aug.) (40%),
2. Assist with SAR population monitoring (e.g., visual encounter surveys in May-June) (25%),
3. Assist with reptile barrier fence installation and monitoring (e.g., road mortality surveys from May-Aug., artificial cover object surveys in July & Aug.) (25%),
4. Participate in other projects and duties as requested (e.g., development of public outreach materials to be directed toward the francophone community, data entry, etc. from May-Aug.)(10%),
5. The interns will be undertaking tasks and responsibilities that fall within the STEM (Science, Technology, Engineering and Mathematics) field of conservation biology.
6. The interns will use of some or all of the following equipment:
   a) hand-held GPS unit and digital camera and trail camera
   b) two-way radios
   c) hand tools (e.g., loppers, pruning saw, wheelbarrow, etc.)

REQUIRED SKILLS AND EXPERIENCE

- Strong interest in biology, conservation and research-based field work.
- Enrolled in a college or university program with an environmental focus.
- Experience operating relevant equipment (see ‘Duties and Responsibilities’).
- Ability to work professionally and safely under poor weather conditions, in difficult terrain (e.g. thorns, thickets, rain, heat and biting insects) and in areas of rattlesnake habitat.
- Physically fit and able to lift heavy objects (e.g., woody debris and small logs), ride a bicycle on city streets alongside busy traffic, and work outdoors for extended periods of time.
- Ability and willingness to work independently at times and seek clarification if unsure of correct procedures.
- Ability to adhere to detailed field protocols, data sensitivity protocols, venomous snake safety protocols and Government of Ontario Occupational Health and Safety regulations.
- Previous experience conducting biological surveys (especially for snakes) and proven ability to properly identify Ontario herpetofauna is an asset.
- Previous experience in the identification of SAR and invasive plants is an asset.
- Proven ability to record detailed and legible field notes is an asset.
Proficiency with Microsoft Office suite for purposes of word processing and data entry in spreadsheets is an asset.

Wilderness First Aid is an asset.

Ability to communicate in the French language (oral and written) is an asset.

G-class Driver’s licence and access to a vehicle is an asset.

**HEALTH AND SAFETY**

Health and safety training will be provided by the Program Coordinator at the start of the internship. This will include a review of written and audio-visual resources to identify safe practices while working with venomous snakes, in field conditions, on roads and in inclement weather. The location of all first aid equipment and supplies will also be identified. The intern will be covered by Ontario Workers’ Compensation during the entire term of employment.

**ELIGIBILITY**

This position is tentative on funding by the Canada Summer Jobs program. Each intern must meet the following requirements to be eligible for this position:

- be between 15 and 30 years of age (inclusive) at the start of employment;
- was registered as a full-time student during the preceding academic year and intends to return to school on a full-time basis in the next academic year;
- be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and;
- be legally entitled to work according to the relevant Ontario legislation and regulations.

To apply please send a cover letter and resume to: Jonathan Choquette, Program Coordinator, ojibwayreptiles@wildlifepreservation.ca. Please submit your application as a single PDF or MS word file attachment and include in the email subject heading “Ojibway Prairie Reptile Recovery – Reptile Recovery Field Intern”. Application deadline is midnight 5 March 2017, however, applications will be assessed as they are submitted.

Please note this position is only open to Canadian residents. Only individuals considered for an interview will be contacted. Thank you for your interest!

**LINK:**

http://www.workcabin.ca/listings/reptile-recovery-field-intern/

**Framer Construction - The Home Improvement Experts - Windsor, ON**

- Looking for an experienced framer / carpenter for construction work such as additions, renovations remodels and much more.
- Excellent pay. Busy growing company. Looking for reliable and knowledgeable team players!
- Call us at (519) 999-8443 or email us with indeed!
- Job Type: Full-time

**Job Location:**

Windsor, ON

**Required experience:**

- Framing: 2 years
- Construction: 2 years

**LINK:**

https://ca.indeed.com/cmp/The-Home-Improvement-Experts/jobs/Framer-b9b5e6af7dc145bf?q=all

**Landscape Labourer - Plantscape (Windsor) Inc. - Windsor, ON**

Plantscape (Windsor) Inc. is an established full service landscaping & snow services company that has been successfully family operated for over 40 years!

With a long-term customer base, we have built a reputation for quality, dependable and professional service making us one of the top landscaping employers in Windsor.

We are seeking Ground Maintenance and General Labourers to join our team
Responsibilities include but not limited to:
- Complete outdoor yard maintenance of commercial and residential properties with an attention to detail.
- Safely operate various tools and equipment used to maintain properties, mowers, zero turn, whippers, blowers...etc
- Experience Driving a Truck & Trailer a benefit
- Load and unload materials, tools and equipment required to complete projects
- Coordinate with team of workers to complete desired project

SKILLS REQUIRED
- 3+ years related experience
- Strong time management, interpersonal, and problem solving skills
- Ability to work outdoors under diverse weather conditions
- Valid ONTARIO G Driver's License
- Oral and written communication skills
- Police Clearance and Driver’s Abstract
- Must be available Monday - Saturday 6:30AM - 8:00PM

WHAT WE OFFER!
- Competitive Hourly Rate Dependent upon experience and skill
- Regular Performance Review with incentive pay
- Group Life & Health Insurance
- Equipment Certification
- Training & Career Development Opportunities
- RRSP Group Plan
- Job Type: Full-time

Job Location:
- Windsor, ON

Required education:
- Diploma/Certificate
- Landscaping: 3 years

Required experience:
- Maintenance: 3 years

Required license or certification:
- Drivers License G
- Skid Steer

LINK: https://ca.indeed.com/cmp/Plantscape-Windsor/jobs/Landscape-Labourer-381483c648ebbca6?q=all

Customer Service Representative - Aphria Inc. - Leamington, ON
- BE A PART OF THE APHRIA SUCCESS STORY by joining a passionate and dynamic team of individuals in a cutting edge, rapidly expanding and dynamic industry!
- Aphria is one of Canada's largest producers of high quality medical cannabis. Located in Leamington, Ontario, the greenhouse capital of Canada. Aphria is truly powered by sunlight, allowing for the most natural growing conditions available. We are committed to providing pharma-grade medical cannabis, superior patient care while balancing patient economics and returns to shareholders.

Customer Service Representative (Patient Care)
- Aphria Inc. is seeking outgoing, friendly, dynamic and compassionate team players with a passion for helping people, to join our Patient Care team. Dependable, detail oriented and customer centric individuals will be considered for this critical role that ensures that every patient experiences Aphria’s industry leading exceptional customer service. As this position is primarily telephone based, above average verbal and interpersonal skills are essential.

This position works a rotating schedule of:
8:00am - 4:30pm
9:00am - 5:30pm
9:30am - 6:00pm
11:30am - 8:00pm

Core Responsibility:

- Answering incoming calls from patients, providing support, guidance, education and answering questions, including supporting them in their cannabis ordering
- Receive, process, and verify the accuracy of orders and patient registration information
- Initiate required action for response to patient service requests including maintaining patient files and communicating information to the appropriate personal/departments
- Thorough understanding of Health Canada’s Access to Cannabis for Medical Purposes Regulations (ACMPR) as it pertains to client care
- Collect and disseminate feedback based on client follow up calls
- Develop and recommend changes to existing methods and systems to increase the accuracy, efficiency and responsiveness of the client care department as a whole.
- Other duties as assigned

Desired Skills and Experience:

- Excellent interpersonal and communication skills
- Positive energy and enthusiasm every day
- Friendly and outgoing personality
- Experience in providing excellent customer service
- Call center experience an asset
- Strong work ethic
- Exceptional attention to detail
- Proficient computer skills (Word, Excel, Outlook)
- Available to work evening hours and weekends
- Experience in Pharmaceutical industry would be considered an asset
- Bilingual in French would be considered and asset
- Skillful at conveying information and ideas concisely and correcting issues promptly and professionally
- Job Type: Full-time

Required education:

- High school or equivalent

Required experience:

- Customer Service: 1 year

LINK:
https://ca.indeed.com/cmp/Aphria-Inc./jobs/Customer-Service-Representative-431db5179f4bfa7?q=all

Executive Director - Foundation of Chatham-Kent Health Alliance

- Primary Job Category - Management / Executive
- Related Job Categories - Fundraising / Giving
- Position Type - Full Time
- Region - ON - Southwestern Ontario
- Location(s) - Chatham-Kent
- Career level - Senior Executive (E.D., CEO, CFO)
- Ad Online Since - 02/22/2017
- Application Deadline - 03/08/2017

QUALIFICATIONS (Knowledge, Skill and Experience)

- Post-secondary education in business, communications/public relations or marketing; or equivalent experience.
- Minimum 5 (five) years development experience within the not-for-profit sector, with 3 (three) years at the senior management level.
- Demonstrated knowledge and proven track record of fund development, specifically in the areas of major/planned giving fundraising and government relations.
• Must possess a valid drivers license and vehicle.
• Must be available to work flexible hours, including evenings and weekends, as required.
• CFRE (Certified Fundraising Executive) designation an asset.
• Membership with the Association of Health Care Philanthropy an asset.
• Membership with the Association of Fundraising Professionals an asset.
• Membership with the Canadian Association of Gift Planners an asset.
• Working knowledge of Blackbaud’s Raiser’s Edge, or similar program an asset.

ESSENTIAL COMPETENCIES (Personal Skills and Attributes)
• Knowledge and understanding of the health care delivery system.
• Excellent leadership, organization, budgetary and presentation skills.
• Ability to work with people at all levels of the organization.
• Ability to multi-task, prioritize and problem solve in a fast paced environment.
• Ability to work independently, with minimal supervision, but also contribute as a valuable team member to the Foundation.
• Ability to manage staff and volunteers.
• Superior interpersonal and communication skills (written and verbal) and ability to present ideas clearly and effectively.
• Strong organizational, time management and multitasking skills.
• Strong computer skills – Microsoft Office applications.
• Strong attention to detail and analytical skills.
• Demonstrate a high level of tact and discretion.
• Positive attitude and a team player.
• Demonstrated ability to support and embrace the philosophy of Service Excellence and Patient and Family Centered Care.
• Demonstrated participation in building a culture of safety.
• Demonstrated performance reflecting the Mission, Vision, Values and Code of Conduct of Chatham-Kent Health Alliance and Foundation of Chatham-Kent Health Alliance.

ACCOUNTABILITIES (Major Responsibilities of the Position)
• Provide leadership and guidance to the overall operation of the Foundation of CKHA.
• Work with CKHA leaders to analyze and strategize opportunities to meet CKHA funding needs.
• Develop, implement and manage the fund development program; with specific attention to planned giving and major gifts.
• Effectively steward and recognize donors.
• Participate with the Board of Directors in developing an organizational vision and strategic plan.
• Facilitate measurement of the overall effectiveness of the organization.
• Develop Annual Budget and Operating Plan.
• Keep current with CRA rulings and regulations affecting gifts, and bring best practice methodology to every aspect of the fund development program.
• Help identify, cultivate, recruit, and develop fundraising volunteers.
• Compliance with the Foundation of CKHA and CKHA’s policy regarding confidentiality.
• Adherence to professional standards, hospital policies and procedures, Regulatory and Accreditation standards.
• Aligns behavior with the Foundation of CKHA and CKHA Mission, Vision and Values and Code of Conduct.
• Participates in the development, implementation and achievement of program goals and objectives and the Foundation of CKHA and CKHA Strategic Plan.
• Participates in building a “just culture” of safety and patient care processes and systems by using sound judgment, e.g. avoid negligent or intentional risk-taking practices, being aware of potential hazards to patients within the health care environment; reporting adverse events and near misses; and utilizing all safety equipment as provided by CKHA in order to minimize risk of harm to patients, self and others.
• Supports and participates in quality improvements, risk management and patient safety activities departmentally and organization wide.
Improves Foundation of CKHA and hospital job knowledge by knowledge-sharing, attending educational workshops; reviewing professional publications; and, creating information sharing partnerships regarding best practices, participation in a network of competent external resources.

Adheres to attendance standards by maintaining personal health and ensuring regular and prompt attendance at work.


Training & Development Specialist - Ontario Disability Employment Network

- Related Job Categories - Consulting, Education: Teaching / Training, Program / Project Evaluation & Development
- Position Type - Contract - Full Time
- Region - ON - All Ontario
- Location(s) - home based
- Career level - Experienced (Non-manager)
- Salary - $60,000 - $70,000
- Ad Online Since - 02/21/2017
- Application Deadline - 03/10/2017
- Job Opportunity: Training and Development Specialist
- The Centre for Excellence in Employment Services' mandate is to ensure Ontario builds and maintains a strong employment service delivery network through four core areas of work – promoting innovation and best practice; providing top notch training and development for professionals in the sector; providing consulting assistance; and, engaging the businesses.
- Our vision is that all people who have a disability in Ontario have access to the labour force and the ability to achieve meaningful employment.
- The Centre for Excellence is looking for independent and highly motivated individuals to join a small but dynamic team, dedicated to removing barriers to the workforce for people with a disability. Candidates must have an in-depth knowledge of employment services for people with a disability.
- Status: Full Time
- To start April 1st, 2017
- *Note: The Centre for Excellence operates on a virtual platform and this job requires training and travel all over Ontario. As such, location of personal residency can be anywhere within the province. However, a central location is preferred.
- Location: Ontario-wide
- Candidates must have an ergonomically suitable home office and their own computer capable of operating Windows 10, MS Office 365 and other current software

Education:
- Completed post-secondary education from a recognized Canadian Institute or its equivalent or a minimum of five years related experience.

Experience:
- Minimum of five years related experience in employment services
- Extensive experience in public relations and training
- Experience in the design and development of training programs/curriculum.

Required Duties:

Training:
- Provide training for employment services staff and others
- Organize & set up training sessions
- Understanding of web-based training alternatives
- Ability to train/teach in an adult environment
- Develop proposals to provide training sessions
- Understanding of associated specialty skills and trainers (e.g. management, marketing & sales, etc.)
• Able to apply evaluation tools and modify curriculum, methods and/or trainers accordingly.

Certification:
• Design and develop a program to add certification/credentials for employment services professionals

Innovation:
• Create a process to identify and recognize ‘innovation’ in the area of employment service delivery
• Ability to research new trends and innovations in employment services and related areas
• Ability to convert this the above into training programs/curriculum

Required Skills:
• Demonstrated leadership skills
• Intermediate user of Microsoft Office (Power Point, Excel, Word, Outlook)
• Proficient use of current technology – social media, etc.
• Ability to translate and convert core skills required in employment service delivery to training modules
• French language an asset.

Knowledge:
• Advanced understanding of employment services and barriers to employment for people with a disability
• In depth understanding of the business case for hiring people with a disability
• Understanding of curriculum development and design
• Understanding of adult learning styles
• Knowledge and understanding of web-based training alternatives
• Understanding of certification/credential programs

Hours and Duration:
• 40 hours per week
• Work hours are flexed based on the demands of the job
• Travel: Extensive travel is required and may be outside of regular working hours for meetings and community events, training, seminars, or to work in other locations
• Use of a personal auto and valid driver’s license is required; supplemental business insurance may be required.
• Salary: Commensurate with experience

How to Apply:
Please follow this link and complete our on-line questionnaire and attach your resume and cover letter:
http://bit.ly/2kAkMcQ

The Centre of Excellence is committed to all aspects of the Accessibility for Ontarians with Disabilities Act (AODA) and the Human Rights Code and strives to ensure that all locations provide barrier free services, supports, environments and employment. The Centre of Excellence recognizes that the key principals of accessibility and diversity are dignity, integration and equality.

We thank you for your interest, but only candidates selected for an interview will be contacted.

LINK:

Kennel Attendant - Brack Animal Hospital
• Date Listed - 23-Feb-17
• Address - 2621 Howard Ave, Windsor, ON N8X 3W7, Canada
• Company - Brack Animal Hospital
• Job Type - Full-Time
• Kennel Attendant position currently available. Must be available to work Monday-Friday as well as weekends and some evenings (until 8pm). Duties include cleaning of hospital and kennels, day-to-day care of animal patients and boarders, receiving/counting inventory and stocking shelves, yard maintenance and snow removal. Kennel Attendants must have sufficient physical strength, mobility and stamina to lift and/or move heavy pets and objects, the dexterity and confidence to administer medications (training provided), and the ability to monitor pets for signs of distress and disease (training provided). Preference will be given to previous animal care/handling training or experience, and/or to protocol-based cleaning experience. Minor building
maintenance knowledge is an asset. Hourly wage commensurate with skills/experience. Other benefits included. Only suitable candidates will be contacted. Please submit applications to: dogpaws20@gmail.com.


Physiotherapist – Children First

JOB INFORMATION

- The Physiotherapist provides services in early childhood settings and homes, to children experiencing motor delays and/or dysfunction; conducts diagnostic assessments, provides recommendations and participates with families, multidisciplinary team members and community partners to develop and implement individualized goals for treatment.

Minimum Qualifications:

- B.Sc., P.T., registered or eligible for registration with the College of Physiotherapists of Ontario
- Preferred experience with children birth to age six with special needs.
- All successful applicants must hold and maintain as a condition of employment, a valid Ontario Driver’s Licence and have access to a vehicle.
- Proficiency in French is considered an asset
- In an effort to represent the diversity of the community we serve we strongly encourage qualified applicants from diverse groups to apply.
- Applicants with disabilities may request accommodations at any point in the recruitment and hiring process.

Interested applicants may forward their resume, in confidence to:
Laurie Tiegs, Human Resources Supervisor
Children First
3295 Quality Way, Suite 102 Windsor, Ontario N8T 3R9
Fax: (519)250-1477    E-mail: careers@children-first.ca

We wish to thank all applicants. Only those candidates to be interviewed will be contacted.

** Equal Opportunity Employer **


Underground Miner – Windsor Salt

- Eastern Standard Time
- Req ID 2017-1480
- # of Positions 3
- Job Locations CA-ON-Windsor
- Min. Exp. (Yrs) ..
- Job Post Information* : Posted Date 2/23/2017

Overview:

- K+S Windsor Salt Ltd is involved in the mining, refining and distribution of salt products and is currently seeking applicants for an Underground Miner at the Windsor Salt Mine in Windsor, Ontario.
- This is a permanent position in our rock salt mining operation and is responsible for the safe operation of various pieces of mining equipment and other relevant tasks associated with the mining of rock salt. Responsibilities include the operation and monitoring of processing equipment, conveyors, being safety conscious, and working well in a team environment.

Responsibilities:

- The ideal candidate would have several years experience in a manufacturing environment, possess the ability to follow and understand varying degrees of process complexity, and be comfortable troubleshooting processing equipment in a fast paced environment.
Qualifications:
• The successful candidate must be a mechanically-inclined, safety-conscious team player and be able to work a rotating shift schedule.

LINK:
https://canadacareers-mortonsalt.icims.com/jobs/1480/underground-miner/job

Engineering Student – Windsor Salt
• Eastern Standard Time
• Req ID 2017-1475
• # of Positions 1
• Job Locations CA-ON-Windsor
• Min. Exp. (Yrs) ..
• Job Post Information* : Posted Date 2/23/2017
• Posting Category Hidden (28429)

Overview:
Summer position performing various duties including the completion of a variety of projects, as well as general support to the Engineering department.

Responsibilities:
Safe and efficient completion of various projects related to Engineering.

Qualifications:
Post Secondary education. Some background in either Mechanical or Electrical Engineering.

LINK:
https://canadacareers-mortonsalt.icims.com/jobs/1475/engineering-student/job

Controller / WIP Accountant - Valiant TMS
Date Posted 2017-02-23

Responsibilities:
• Provide Cost Accounting / Analysis support on ongoing projects
• Develop, analyze and interpret accounting information to evaluate projects profitability and monitor performance
• Preparation of journal vouchers, accruals, and analysis of costs to support month end processes
• Assist in development of monthly Forecast, Annual budget process, objective and reporting systems
• Prepare monthly and year-to-date financial reports; to be distributed to management
• Other analytical reporting duties as assigned by management

Requirements:
• A bachelor’s degree in Accounting or Finance
• A minimum 3-5 years combined experience in accounting or finance, ideally in financial reporting (ASPE and IFRS standards)
• An accounting designation (CPA or CMA) held or in progress

Location:
Windsor, Ontario

Job Type:
Accounting

Experience:
Not Specified

Date Posted
2017-02-23

LINK:
http://www.jobs.net/jobs/valianttms/en-ca/job/Canada/Controller-WIP-Accountant/J3K3DX798VD73C98446/
Manufacturing Supervisor – Flex N Gate (Tecumseh)

- Online Campus, NA 99998
- Posted: 02/22/2017
- Job Reference #: 2719
- Job Description ID 2017-2719
- # of Openings 1
- Job Locations CA-ON-Tecumseh
- Posted Date 2/22/2017
- Category Manufacturing

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

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

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

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

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

Application Instructions
• Please click on the link below to apply for this position. A new window will open and direct you to apply at our corporate careers page. We look forward to hearing from you!

LINK: http://jobs.flex-n-gate.com/manufacturing-supervisor/job/6539643

Hydrovac Truck Operator - Nasci Construction Services Ltd.
Posted on February 23, 2017 by Employer Details - Nasci Construction Services Ltd.

Job Details
• Location Windsor, ON
• Salary $26.00 to $32.00 hourly for 30 to 48 hours per week
• 1 Vacancy
• Terms of employment Permanent Full time
• Start date As soon as possible
• Employment conditions Employment Conditions: Day
• Job no. 593064
• Source Job Bank

Job requirements
Languages
English

Education
Secondary (high) school graduation certificate

Credentials (certificates, licences, memberships, courses, etc.)
DZ class license

Experience
Experience an asset

How to Apply
By e-mail: nasciconstruction@outlook.com

By phone:
(519) 737-1129
from 8:30 to 4:30

By fax:
(519) 737-1131

By mail:
5140 Dumouchelle Street, Windsor, Ontario, N9A6J3

Advertised until:
2017-03-25

Construction Worker - Perciballi Pools
Posted on February 23, 2017 by Employer Details Perciballi Pools

Job Details
- Location Windsor, ON
- Salary $14.00 to $16.00 hourly for 30 to 40 hours per week
- 2 Vacancies
- Terms of employment Seasonal Full time
- Start date 2017-03-13
- Employment conditions Employment Conditions: Day, Weekend, Flexible Hours, Early Morning
- Job no.594619
- Source Job Bank

Job requirements
Languages
English
Education
Secondary (high) school graduation certificate
Equipment and Machinery Experience
Sledgehammer; Mortar and concrete mixers; Jackhammers; Drills; Compactor; Chain saw; Air compressors; Circular saws; Air guns; Nail guns; Torches; Augers
Experience
Experience an asset
Construction Specialization
Sidewalks and curbs; Residential; Pipelines; Driveways
Weight Handling
More than 45 kg (100 lbs)
Specific Skills
Tend or feed machines or equipment used in construction; Remove rubble and other debris at construction sites; Mix, pour and spread materials; Load, unload and transport construction materials; Level earth to fine grade specifications; Erect and dismantle concrete forms, scaffolding, ramps, catwalks shoring and barricades; Assist heavy equipment operators; Assist in aligning pipes during pipeline construction; Assist in framing houses, erecting walls and building roofs
Security and Safety
Driving record check (abstract); Criminal record check
Own Tools/Equipment
Steel-toed safety boots; Hard hat; Safety glasses/goggles; Gloves; Cellular phone
Work Site Environment
Outdoors; Dusty
Transportation/Travel Information
Valid driver's licence
Work Conditions and Physical Capabilities
Fast-paced environment; Handling heavy loads; Physically demanding; Manual dexterity; Overtime required
Work Location Information
Various locations
Personal Suitability
Effective interpersonal skills; Flexibility; Team player; Client focus; Reliability
How to Apply
By e-mail:
diana@perciballipools.com
By fax:
(519) 979-3817
Cashier, Customer Service - Perciballi Pools
Posted on February 23, 2017 by Employer Details Perciballi Pools

Job Details
• Location Windsor, ON
• Salary $11.50 to $13.00 hourly for 40 hours per week
• 2 Vacancies
• Terms of employment Seasonal   Full time
• Start date 2017-03-14
• Employment conditions Employment Conditions: Day, Weekend, To be determined, Morning, Start Time 09:00, End Time 17:00
• Job no.594610
• Source Job Bank

Job requirements
Languages
English
Education
Secondary (high) school graduation certificate
Experience
Will train
Business Equipment and Computer Applications
Price scanner; Electronic cash register; Interac machine
Work Setting
Retail business
Specific Skills
Operate cash register; Suggestive selling; Process money, cheques and credit/debit card payments; Scan items; Tabulate total payment for goods or services required; Receive payment for goods or services; Stock shelves and clean counter area; Greet customers; Wrap or place merchandise in bags; Provide customer service; Participate in promotional activities; Monitor all entrances and exits, request proof of payment when necessary
Security and Safety
Criminal record check
Transportation/Travel Information
Valid driver’s licence
Work Conditions and Physical Capabilities
Fast-paced environment; Work under pressure; Combination of sitting, standing, walking; Standing for extended periods; Bending, crouching, kneeling
Personal Suitability
Flexibility; Accurate; Team player; Excellent oral communication

How to Apply
By e-mail: diana@perciballipools.com
By fax: (519) 979-3817
In person:
11624 Tecumseh Rd. E., Windsor, Ontario, N8N1L7
from 10:00 to 15:00

Job Location:
11624 Tecumseh Rd. E.

Advertised until:
2017-03-25

LINK:

Technician, Security Alarms - Unique Communications Inc
Posted on February 23, 2017 by Employer Details Unique Communications Inc

Job Details
- Location Windsor, ON
- Salary $15.50 to $19.00 hourly for 40 hours per week
- 1 Vacancy
- Terms of employment Permanent Full time
- Start date As soon as possible
- Job no.594700
- Source Job Bank

Job requirements
Languages
English

Education
Secondary (high) school graduation certificate

Experience
3 years to less than 5 years

Additional Skills
Security and surveillance system

Type of Service and Repair
Alarm/security system

Specific Skills
Install, maintain and repair electronic equipment

Security and Safety
Bondable

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

Work Location Information
Various locations

Personal Suitability
Flexibility; Team player; Excellent written communication; Organized

How to Apply
By e-mail:
jobs@uniquecomm.com

Advertised until:
2017-03-25

LINK:
Data Processor - JVL Automotive Inc.
Posted on February 23, 2017 by Employer Details JVL Automotive Inc.

Job Details
- Location Windsor, ON
- Salary $12.00 to $15.00 hourly for 30 to 40 hours per week
- 1 Vacancy
- Terms of employment Permanent Full time
- Start date As soon as possible
- Job no.593735
- Source Job Bank

Job requirements
Languages
English
Education
College/CEGEP
Other Languages
Mandarin
Experience
Experience an asset
Business Equipment and Computer Applications
Word processing software; Spreadsheet; MS Excel; MS PowerPoint; MS Windows; MS Word; Internet; Presentation software
Area of Specialization
Statistics; Reports and records; Charts, tables, graphs and diagrams
Work Setting
Private sector; Business sector
Technical Terminology
Engineering; Business
Specific Skills
Transfer data between software; Verify accuracy and completeness of data; Perform general office duties; Receive and register documents for data entry; Enter data according to specified format; Create digital records using a scanner
Work Conditions and Physical Capabilities
Fast-paced environment; Repetitive tasks; Attention to detail; Tight deadlines
How to Apply
By e-mail:
career@jvlautomotive.com
Advertised until:
2017-03-25
LINK:

Hotel Managing Supervisor - Quality Inn Leamington
Posted on February 22, 2017 by Employer Details Quality Inn Leamington

Job Details
- Location Leamington, ON
- Salary $20.00 hourly for 44 hours per week
- 1 Vacancy
- Terms of employment Permanent Full time
- Start date As soon as possible
- Benefits: Disability Benefits, Medical Benefits, Dental Benefits, Vision Care Benefits

Hotel Managing Supervisor - Quality Inn Leamington
Posted on February 22, 2017 by Employer Details Quality Inn Leamington

Job Details
- Location Leamington, ON
- Salary $20.00 hourly for 44 hours per week
- 1 Vacancy
- Terms of employment Permanent Full time
- Start date As soon as possible
- Benefits: Disability Benefits, Medical Benefits, Dental Benefits, Vision Care Benefits
Technical Support Analyst – Systems - TNT Technical Services Inc.
Posted on February 22, 2017 by Employer Details TNT Technical Services Inc.

Job Details
• Location Leamington, ON
• Salary $17.00 to $18.00 hourly for 40 hours per week
• 1 Vacancy
• Terms of employment Permanent Full time
• Start date As soon as possible
• Benefits: Medical Benefits, Dental Benefits, Group Insurance Benefits, Life Insurance Benefits, Vision Care Benefits
• Employment conditions Employment Conditions: Day, Evening, Night, Weekend, Shift, Overtime
• Job no.592949
• Source Job Bank

Job requirements
Languages
English
Education
College/CEGEP
Credentials (certificates, licences, memberships, courses, etc.)
A+ Certification
Education
Completion of high school
Experience
1 year to less than 2 years
Work Setting
Consulting firm; Help desk
Specific Skills
Communicate electronically and in person with computer users experiencing difficulties to determine and document problems experienced; Consult user guides, technical manuals and other documents to research and implement solutions; Provide advice and training to users in response to identified difficulties; Collect, organize and maintain a problems and solutions log for use by other technical support analysts
Work Conditions and Physical Capabilities
Fast-paced environment; Work under pressure; Repetitive tasks; Attention to detail; Sitting; Tight deadlines
Essential Skills
Reading text; Document use; Numeracy; Writing; Oral communication; Working with others; Problem solving; Decision making; Critical thinking; Job task planning and organizing; Finding information; Computer use; Continuous learning; Significant use of memory
Computer and Technology Knowledge
Word processing software; Internet; Device drivers; Networking software; Networking hardware; Networking security; Intranet; Servers; File management software; Security software; Presentation software; Mail server software; Desktop applications; Multimedia software
How to Apply
By e-mail:
hr@tnttech.ca
Advertised until:
2017-03-24
LINK:

Apprentice Sheet Metal Worker - Policella Plumbing, Heating & Air Conditioning Ltd.
Posted on February 22, 2017 by Employer Details - Policella Plumbing, Heating & Air Conditioning Ltd.
Job Details
• Location Leamington, ON
• Salary $12.00 to $18.00 hourly for 35 to 44 hours per week
• 1 Vacancy
• Terms of employment Permanent  Full time
• Start date As soon as possible
• Employment conditions Employment Conditions: Day, Evening, Overtime
• Job no.591894
• Source Job Bank
Job requirements
Languages
English
Education
Other trades certificate or diploma
Major Work Area
Shop fabrication; Service; Retrofit; Repair; On-site fabrication; Installation

Credentials (certificates, licences, memberships, courses, etc.)
1st Period Apprentice; 2nd Period Apprentice; 3rd Period Apprentice; Workplace Hazardous Materials Information System (WHMIS) Certificate; Gas Fitter Licence; Fall Arrest Protection Training Course

Experience
1 year to less than 2 years

Additional Skills
Read and interpret blueprints, maps, drawings and specifications

Specific Skills
Operate metalworking machines to cut, punch, drill, shape or straighten sheet metal; Measure and mark sheet metal according to template; Cut materials using power tools or by hand; Fit and join sheet metal parts; Install sheet metal products according to specifications and building codes

Security and Safety
Bondable; Driver's validity licence check; Driving record check (abstract)

Own Tools/Equipment
Tools; Steel-toed safety boots; Hard hat; Safety glasses/goggles

Work Site Environment
Confined spaces; At heights; Noisy

Transportation/Travel Information
Own transportation; Own vehicle; Valid driver's licence

Work Conditions and Physical Capabilities
Physically demanding; Attention to detail; Standing for extended periods; Bending, crouching, kneeling; Tight deadlines

Work Location Information
In shop; Various locations

Specialization or Experience
Custom sheet metal items; Heating, ventilation and air conditioning (HVAC) system

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

How to Apply
By e-mail: cindy@policellaplumbing.com
By fax: (519) 326-8418
In person:
162 Oak Street West, Leamington, Ontario, N8H2B6
from 8:00 to 5:00

Advertised until:
2017-03-24

LINK:

Office Clerk - Policella Plumbing, Heating & Air Conditioning Ltd.
Posted on February 22, 2017 by Employer Details - Policella Plumbing, Heating & Air Conditioning Ltd.

Job Details
• Location Leamington, ON
• Salary $11.40 to $13.00 hourly for 42 hours per week
• 1 Vacancy
• Terms of employment Permanent  Full time
• Start date As soon as possible
• Benefits: Other Benefits
Job requirements
Languages

Education
Secondary (high) school graduation certificate

Experience
1 year to less than 2 years

Business Equipment and Computer Applications
MS Excel; MS Windows; MS Word; Quick Books; MS Outlook

Additional Skills
Private sector; Financial; Engineering

Area of Specialization
Invoices; Correspondence; Contracts; Charts, tables, graphs and diagrams; Reports; Forms and records

Work Setting
Construction industry

Specific Skills
Type and proofread correspondence, forms and other documents; Sort, process and verify applications, receipts and other documents; Send and receive messages; Provide general information to clients and the public; Perform basic bookkeeping tasks; Label files according to retention and disposal schedules; Label, file and retrieve documents; Compile data, statistics and other information; Receive and forward telephone or electronic enquiries; Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases; Process incoming and outgoing mail manually or electronically; Photocopy and collate documents for distribution, mailing and filing; File material in storage area

Transportation/Travel Information
Own transportation

Work Conditions and Physical Capabilities
Fast-paced environment; Work under pressure; Combination of sitting, standing, walking; Tight deadlines

How to Apply
By e-mail:
cindy@policellaplumbing.com
Advertised until:
2017-03-24
LINK:

Maintenance Mechanic - Presteve Foods
Posted on February 23, 2017 by Employer Details - Presteve Foods

Job Details
• Location Wheatley, ON
• Salary $16.00 to $18.00 hourly for 40 to 44 hours per week
• 1 Vacancy
• Terms of employment Permanent Full time
• Start date As soon as possible
• Employment conditions Employment Conditions: Day, Evening, Weekend
• Job no.596536
• Source Job Bank

Job requirements
Languages
English

Education
No degree, certificate or diploma

Major Work Area
Maintenance

Equipment and Machinery Experience
Pumps and compressors; Marine engines; Fans and blowers; Electrical and electronic controls; Conveyor

Experience
1 year to less than 2 years

Area of Specialization
Troubleshooting

Weight Handling
Up to 45 kg (100 lbs)

Specific Skills
Repair or replace defective machinery parts; Detect and troubleshoot irregularities and malfunctions; Perform routine maintenance work on machinery

Own Tools/Equipment
Tools; Steel-toed safety boots

Transportation/Travel Information
Own transportation

Personal Suitability
Team player

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

Advertised until:
2017-03-25

LINK:

Forklift Operator - Presteve Foods
Posted on February 23, 2017 by Employer Details - Presteve Foods

Job Details
• Location Wheatley, ON
• Salary $14.00 to $15.00 hourly for 44 hours per week
• 2 Vacancies
• Terms of employment Permanent Full time
• Start date As soon as possible
• Employment conditions Employment Conditions: Day, Evening, Night, Weekend, Early Morning
• Job no. 596535
• Source Job Bank

Job requirements
Languages
English

Education
No degree, certificate or diploma

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

Experience
1 year to less than 2 years
Additional Skills
Ship orders
Weight Handling
Up to 23 kg (50 lbs)
Work Setting
Manufacture
Vehicle and Equipment Experience
Industrial lift trucks and fork-lifts; Dollies and hand trucks; Pallet lifters
Specific Skills
Transport and distribute materials and goods; Pick orders and stock; Operate computerized inventory control systems; Operate a variety of equipment to load, unload and move materials and products; Load, unload and move products and materials by hand or with basic material handling equipment; Pack and unpack goods; Organize and maintain inventory
Own Tools/Equipment
Steel-toed safety boots
Work Site Environment
Confined spaces; Wet/damp; Noisy; Cold/refrigerated
Work Conditions and Physical Capabilities
Fast-paced environment; Attention to detail
Personal Suitability
Team player; Dependability; Reliability
How to Apply
By e-mail: payroll@prestevefoods.com
In person:
20954 Erie Street South, Wheatley, Ontario, N0P2P0
from 9:00 to 16:00
Advertised until:
2017-03-25
LINK:

Welder-fitter - Glider Systems Inc.
Posted on February 23, 2017 by Employer Details Glider Systems Inc.
Job Details
• Location Belle River, ON
• Salary $17.00 to $25.00 hourly for 40 to 44 hours per week
• 2 Vacancies
• Terms of employment Permanent Full time
• Start date As soon as possible
• Employment conditions Employment Conditions: Day, Evening, Shift, Flexible Hours
• Job no.594282
• Source Job Bank
Job requirements
Languages
English
Education
No degree, certificate or diploma or equivalent experience
Credentials (certificates, licences, memberships, courses, etc.)
Not required

Equipment and Machinery Experience
Soldering machine; Gas welding machine; Butt or seam resistance welding machine; Brazing machine; Arc welding machine; Spot welding machine

Experience
Experience an asset

Additional Skills
Read and interpret welding blueprints, drawings specifications, manuals and processes; Examine welds and ensure that they meet standards and/or specifications

Area of Specialization
Machinery or equipment repair; Custom fabrication; Truck repair

Weight Handling
Up to 23 kg (50 lbs)

Welding Techniques
Robotic equipment and systems; Resistance, spot or seam; Laser; ARC spot; Oxy-acetylene welding (OAW); Gas tungsten arc welding (GTAW) (TIG); Shielded metal arc welding (SMAW); Plasma arc welding (PAW); Submerged arc welding (SAW); Automated; Spool; Multipass; Keyhole; Brazing and soldering; Gas metal arc welding (GMAW)

Work Setting
Manufacture

Specific Skills
Operate manual or semi-automatic flame-cutting equipment; Operate manual or semi-automatic, fully automated welding equipment; Operate brakes, shears and other metal shaping, straightening and bending machines; Maintain and perform minor repairs on welding, brazing and soldering equipment; Interpret welding process specifications; Fit, braze and torch-straighten metal; Determine weldability of materials; Operate oxygen arc cutting equipment (arc-air), (AOC); Operate previously set-up welding machines to fabricate or repair metal parts and products; Operate previously set-up brazing or soldering machines to bond metal or to fill holes, indentations and seams of metal; Operate hoisting and lifting equipment

Security and Safety
Basic security clearance

Work Site Environment
Noisy; Dusty

Transportation/Travel Information
Own transportation; Own vehicle; Valid driver's licence

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

Type of Materials
Stainless steel; Plasma coatings; Composite materials; Aluminum alloys; Steel, iron and heavy metals

Personal Suitability
Effective interpersonal skills; Flexibility; Team player; Organized

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

In person:
2031 County Rd. 42, Belle River, Ontario, N0R1A0
from 8:30 to 16:30

Job Location:
2031 County Rd. 42

Advertised until:
2017-03-25

LINK:
**Golf Course Labourer - Pointe West Golf Club**

Posted on February 23, 2017 by **Employer Details** Pointe West Golf Club

**Job Details**
- Location Amherstburg, ON
- Salary $11.75 to $12.50 hourly for 20 to 28 hours per week
- 1 Vacancy
- Terms of employment Seasonal  Part time
- Start date 2017-04-03
- Employment conditions Employment Conditions: Early Morning, Start Time 06:00, End Time 10:00
- Job no.593920
- Source Job Bank

**Job requirements**

**Languages**
- English

**Education**
- No degree, certificate or diploma

**Equipment and Machinery Experience**
- Weed trimmer/edger; Small engine equipment

**Experience**
- Experience an asset

**Work Setting**
- Golf course

**Specific Skills**
- Weed, prune and trim trees and plants; Remove litter and garbage; Lay sod or seed; Cut grass; Assist with landscape constructions; Water and tend to plants, lawns and/or gardens; Rake and collect refuse; Operate and maintain landscape maintenance equipment

**Security and Safety**
- Driver's validity licence check

**Own Tools/Equipment**
- Steel-toed safety boots

**Work Site Environment**
- Outdoors

**Transportation/Travel Information**
- Own transportation; Public transportation is not available

**Work Conditions and Physical Capabilities**
- Fast-paced environment; Repetitive tasks; Physically demanding; Manual dexterity; Attention to detail; Hand-eye coordination; Combination of sitting, standing, walking; Walking; Bending, crouching, kneeling; Tight deadlines

**Work Location Information**
- Rural area

**Personal Suitability**
- Effective interpersonal skills; Flexibility; Team player; Dependability; Reliability; Organized

**How to Apply**
- By e-mail: monte@pointewestgolf.com
- By mail: 200 Golfwood Drive, Amherstburg, Ontario, N9V3T4

**Advertised until:**
- 2017-03-25

**LINK:**
Roofers (All Skills Level) - Shier Roofing
- Date Listed - 23-Feb-17
- Address - Amherstburg, ON N9V
- Job Type - Full-Time
- All skill levels needed from general labourers with no experience to highly skilled roofers.
- Competitive wages and benefits available
- Shier Roofing is a third generation roofing company with over 25 years experience in the roofing industry.
  Certified installers for CertainTeed, BP and Velux.
- Come join a team of professionals and the fastest growing roofing company in Essex County!
- Please email resume to shierroofing@outlook.com
- 519-730-1188

LINK: