



Precision Record Pressing is a leading vinyl record pressing company with multiple locations in the Greater Toronto Area. We believe our growth and success can be directly attributed to the emphasis we place on service, quality, and innovation and the involvement, commitment, and enthusiasm of our employees.

We are currently looking for **DDC Sticker Coordinator** to join our **Oakville** team. This is a full-time, permanent opportunity that will support Packaging operations by coordinating and communicating the DDC/Sticker requirements for projects with Shift Coordinators, Line Coordinators and Team Lead. We are looking for a positive, energetic person who is highly motivated and wants to work in a team environment!

Responsibilities

- Responsible for managing the incoming receipt of DDC/ Stickers to PRP2 that were either:
 - Transferred from other locations
 - Received directly at PRP from vendor or client
 - Transferred from PRP 1
 - Arranging DDC pickup from TPH (if required)
 - Tracking shipping progress
- Scheduling DDC/Stickers logistics as required
- Maintain and manage the inventory documentation and physical storage locations of DDC/Stickers for fully completed and partially completed projects and completing regular inventory audits.
 - Includes updates for future reorders
- Managing disposal process of DDC/Stickers upon completion of packaging projects
- Responsible for managing the barcode stickers, including executing work orders, printing stickers for all applicable orders and inventory management.
- Reporting any anomalies (i.e. shortages, missing components, vendor shipping errors) to appropriate parties
- Communicate with Procurement to order additional DDC/stickers as required
- Ensure accuracy of sticker usage for variants of project and identifying shared components
- Assisting Sales with requests of stock items and inventory status
- Assisting with some packaging assembly and anomalies in packaging as needed
- Assist with quarterly inventory counts in the packaging/sleeving
- Assisting Packaging Program Coordinators with transfers of stickers/DDC to other locations
- Additional tasks as instructed by Team Leader, Manager or designate

Physical Demands

- Sedentary, office-based role that requires the ability to operate standard office equipment.
- Position requires sitting at desk 2/3 or more of day, walking short distances for less than 1/3 of day.
- Substantially repetitive movements of the arms, wrists, hands and/or fingers.
- Required to have visual acuity to perform activities including but not limited to analyzing data and figures, viewing a computer screen, extensive reading.

Requirements/Qualifications

- Previous data entry experience required, 1 year minimum
- Previous inventory management, coordinator and Packaging experience strongly preferred
- Previous forklift (walkie) experience considered an asset
- Computer literate, strong knowledge of Microsoft Office (specifically Word and Excel) and Google Business Suite (specifically Google Sheets)
- A detail-oriented individual with strong oral, written, and verbal communication skills
- Ability to work in a fast-paced environment with shifting priorities that may be high stress at times; must be flexible and adaptable to change
- Ability to work overtime as business needs required

As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check, at their own expense, prior to start date.

We thank you in advance for your application, however only successful candidates will be contacted.

Precision Record Pressing is committed to and supports diversity and inclusion practices. We will accommodate any needs under the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through the application and/or recruitment process, please contact hr@precisionpressing.com to allow opportunity for appropriate accommodations to be made.