



**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 **Packaging Shift Coordinator** to join our **Oakville** team. This is a full-time, permanent opportunity that will support the Packaging department by coordinating the flow of materials and workload of

Packaging team. We are looking for a positive, energetic person who is highly motivated and wants to work in a team environment!

## Responsibilities

- Supporting the achievement of productivity targets and the flow of complete and timely information between the Production/Sleeving/Packaging
- Review work orders and the packaging schedule to strategically plan upcoming projects with Team Leader, Line Coordinator and Sleeving Lead
- Accurately match vinyl and all components to the correct projects, following established processes for items on the schedule and in the queue.
- Manage and maintain accuracy of all print and vinyl inventory before and after each packaging run
- Create print transfers to and from warehouse or to disposal as necessary
- Create daily transfers for consumables - shrink wrap, bags, cartons, labels, ribbon etc.
- Review and record daily packaging totals for each project within the shift, as well as inputs into ERP
- Communicate with Sales and Pre-production regarding project updates or concerns
- Reporting any issues or anomalies to the Team Leader and Packaging Manager
- Organize the sleeved vinyl on the floor, according to the established process
- Organize and maintain print on the floor, according to the established process
- Communicate with Team Leader and Line Coordinator the strategy for residual print
- Coordinate with the Shipping department regarding high profile projects
- Maintain at all times, a safe, hazard-free environment through excellent housekeeping
- Other duties as assigned by Manager, Team Leader or designate

## Physical Demands

- Required to stand for the entire duration of shift
- Must be able to lift, push and pull 50-75lbs consistently throughout the day,
- Engage in frequent bending, stooping, squatting, pushing and pulling of towers, print etc.
- Involves repetitive motions; Use of hands and wrist continuously in a controlled environment
- Due to the open environment of the warehouse, must be able to work in various weather conditions
- Adaptable to relative sound pressure levels

## Requirements/Qualifications

- Previous experience in preparing and reviewing packaging set up required
- Previous experience in a supervisory or coordinator role considered an asset
- Previous experience operating a Walkie considered an asset
- Proficiency in Google Business and Microsoft Suites, specifically Google Sheet and, ERP system required
- A goal-oriented individual that has great follow-through

- Ability to troubleshoot effectively and work independently with minimal supervision
- High degree of confidentiality and extensive attention to detail required
- Excellent communication skills with the ability to follow detailed directions
- Flexible and adaptable to change; a strategic thinker capable of working in a fast-paced environment
- Must be able to work overtime as business needs require

**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](mailto:hr@precisionpressing.com) to allow opportunity for appropriate accommodations to be made.