



**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 ASSOCIATE** to join our **OAKVILLE** team. This is a full-time, permanent opportunity that will oversee the daily finished goods assembling and packaging functions, while meeting customer ship windows. We are looking for a positive, energetic person who is highly motivated and wants to work in a team environment!

### Responsibilities

- Ensure adherence to established safety practices
- Perform production duties such as manual lifting, packaging, taping, labeling and sorting
- Understand provided Bill of Materials and assemble package according to instructions
- Move product and inventory with utilization of a bin system
- Report defective materials and/or questionable conditions to the department supervisor
- Execute and document quality inspections per Standard Operating Procedures
- Maintain the work area and equipment in a clean and orderly condition while following prescribed health and safety regulations
- Break down materials and excess packaging for recycling
- Identify opportunities to minimize costs whenever possible
- Other duties as assigned by Team Leader

### Physical Demands

- Required to stand for long periods of time
- Involves repetitive motions
- Must be able to lift, push and pull 50-75lbs consistently throughout shift
- Engage in frequent bending, stooping, squatting, pushing and pulling of parts and part containers
- 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

- Use of proper PPE while performing functions, CSA steel toed safety boots are mandatory
- Must be willing to work all shifts & to work overtime as business needs require
- Must be able to meet physical demands of the job
- Excellent electronic, verbal and written communication skills
- Must have strong attention to detail
- Demonstrated ability to execute good judgement and decision making for the purpose of process improvement
- Ability to work in a fast-paced environment with shifting priorities in a team environment

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.