



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 **PRODUCTION SUPPORT** to join our **BURLINGTON** team. This is a full-time, permanent opportunity that will ensure the production team is fully equipped with the required materials for the manufacturing process. We are looking for a positive, energetic person who is highly motivated and wants to work in a team environment!

Responsibilities

- Organize incoming center labels
- Ensure center labels are dried based on priority date
- Maintain proper storage and organization of dried label inventory
- Verify receipt of incoming stampers and hand-off to Quality Assurance department for inspection
- Organize and maintain stampers once inspected by Quality Assurance department
- Manage materials (i.e., stampers and labels) of finished jobs
- Liaise with other departments to ensure they have necessary materials for the scheduled jobs
- Purge excess inventory materials as required
- Update and maintain accuracy of appropriate spreadsheets as materials become available
- Other duties as assigned by the Team Leader

Physical Demands

- Required to stand for majority of the time with occasional sitting and walking
- Must be able to lift up-to 50lbs intermittently
- Engage in frequent bending, stooping, squatting, pushing and pulling of parts and part containers - Involves repetitive motions
- Due to the open environment of the warehouse, must be able to work in various weather conditions
- Adaptable to relative sound pressure levels, hearing protection may be required
- Use of hands and wrist continuously in a controlled environment

Requirements/Qualifications

- Previous experience in a warehouse or manufacturing facility considered an asset
- Proficient in Microsoft Office and Google Business Suite
- Strong self-initiative and work ethic with a drive to achieve sustainable results
- Strong oral, written and verbal communication skills
- Strong attention to detail
- Highly analytical thinker with very strong Problem-Solving skills
- Ability to achieve results and work in a fast paced, team-based environment with shifting priorities
- Demonstrated commitment to accuracy, efficiency, organization and managing multiple projects while meeting departmental goals and deadlines
- Flexibility to work different shifts as business needs demand
- Must wear all PPE (CSA approved safety shoes) required for the role

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.