



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 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

- Support packaging operations by coordinating and communicating the DDC/Sticker requirements for projects with Shift Coordinators, Line Coordinators and Team Lead
- Responsible for managing the incoming receipt of DDC/ Stickers to PRP2 from various locations and vendors.
- 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
- Includes updates for future reorders
- Managing disposal process of DDC/Stickers upon completion of packaging projects
- Ensure accuracy of sticker usage for variants of project and identifying shared components
- Printing barcodes for orders and managing inventory
- Working closely with Scheduling TL to coordinate the preparation of work orders, ensuring all information is accurate and complete.
- Reporting any anomalies (i.e. shortages, missing components, vendor shipping errors) to appropriate parties
- Communicate with Procurement to order additional DDC/stickers as required
- Print inbound tracking and follow-up
- Assisting with some packaging assembly and anomalies in packaging as needed
- Assist with quarterly inventory counts in the packaging/sleeving
- Working with Sales Team and Pre-Production to coordinate transfers to other locations/departments
- Data entry and filing of packaging documents and reports
- Additional tasks as instructed by Team Leader or designate

Physical Demands

- Must be able to lift, push, pull and carry minimum 50-75lbs consistently throughout the shift
- Engage in frequent bending, stooping, squatting, pushing, and pulling of parts
- Due to the open environment of the warehouse, must be able to work in various weather conditions
- Adaptable to relative sound pressure levels
- Use of hands and wrist continuously in a controlled environment

Requirements/Qualifications

- Previous data entry experience required, 1 year minimum
- Previous experience in a coordinator role a must
- Proficiency in Microsoft Office and Google Business Suite required
- Previous experience operating a counterbalance forklift considered an asset
- Must be able to meet physical demands of job
- Excellent communication skills: written, electronic and verbal
- Must demonstrate good judgement, problem solving and critical thinking skills
- Must have strong attention to detail
- Must be flexible and adaptable to change
- Must be capable of working in stressful situations in times of need
- 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 to allow opportunity for appropriate accommodations to be made.