



**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 a **PROCESS IMPROVEMENT SPECIALIST** to join our **BURLINGTON** team. This is a full-time, permanent opportunity that will be responsible for investigation and analyzing Departmental Process inefficiencies preventing 100% On Time Manufacturing Delivery of projects to our customers. We are looking for a positive, energetic person who is highly motivated and wants to work in a team environment!

This role plays a critical part in ensuring accountability, leading root cause analysis of inefficiencies, and cross-departmental alignment of corrective and preventative actions. Reporting to our VP of Operations, you will act as a central point of coordination between customer service, sales, maintenance, production, logistics, and quality.

### **Responsibilities**

- Create & sustain Scrap and Internal Pulled Jobs performance to support overall 100% On Time Manufacturing delivery and Cost target.
- Host and facilitate Root Cause Analysis (RCA) project groups to address project delivery breakdowns, investigate Pull Job details, gather evidence, and prepare schedules for countermeasure implementations.
- Receive, investigate, and document internal inefficiencies related to production, quality, workflow failures or operational challenges contributing to On Time Delivery success.
- Design and implement process improvement initiatives to increase efficiency and productivity to optimize business processes
- Track corrective actions and follow up with departments to ensure issues are addressed and improvements are implemented
- Collaborate with customer service, production, logistics, and quality teams to improve processes and reduce future claims

### **Physical Demands**

- Required to stand for long durations of time
- Must be able to carry, lift, push or pull up to 25 lbs intermittently throughout the shift
- Adaptable to relative sound pressure levels
- Required to wear PPE while performing functions

### **Requirements/Qualifications**

- Minimum 3 years' experience in Process Improvement, Operational Excellence or Continuous Improvement related role
- Experience facilitating Root Cause Analysis (RCA) project group sessions with cross departmental involvement.
- Operational manufacturing experience is considered an asset.
- Preference given to Engineering Technologist or Engineering Grads.
- Strong understanding of project management methodologies, process mapping / improvement techniques.
- Strong investigative and analytical skills with the ability to assess complex issues objectively

- Comfortable working with ERP systems, Google Sheets, Excel and data tracking tools
- Strong written and verbal communication skills, including the ability to present findings clearly
- Ability to manage multiple investigations simultaneously and meet deadlines
- Highly organized, methodical, and data-driven
- Strong team player with the ability to navigate sensitive issues professionally

**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.

**AI Use:** We use artificial intelligence screening tools to help assess all applications against job requirements for initial application screening. All shortlisted candidates are reviewed by hiring personnel.

**Role Transparency:** This posting is for existing vacancies. Shortlisted applicants may be kept on file for future vacancies.