



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 **VINYL SLEEVERS** to join our **OAKVILLE** team. This is a full-time, permanent opportunity that will involve visual quality control of vinyl records while assembling them according to customer specifications.

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

Responsibilities

- Visual inspection of vinyl records for issues related to bubbling labels, cupping, dimpling, staining, stitching, scratches, or other defects
- Verify paperwork to confirm components required for the specific job are correct
- Follow work orders to assemble vinyl records into specified sleeves
- Ensure accurate daily documentation of personal output and performance (sleeved records vs. rejects)
- Report any anomalies or defects to Sleeving Coordinator or designate
- Other duties as assigned by Team Leader or designate

Physical Demands

- Required to sit or stand for long periods of time
- Involves repetitive motions; use of hands and wrist continuously in a controlled environment
- Must be able to lift (from floor to waist height), 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

- High school diploma or equivalent preferred
- Previous experience in a warehouse/distribution environment preferred
- Must have strong attention to detail
- Strong oral, written, and verbal communication skills
- Demonstrated ability to execute good judgement and decision making for the purpose of quality control
- Ability to achieve sustainable results in a fast-paced environment
- Ability to work well with others and be collaborative in a team atmosphere
- Strong self-initiative and work ethic with a drive to achieve sustainable results
- Use of proper PPE while performing functions, CSA steel toed safety boots are mandatory
- Must be willing to work all shifts and to work overtime as business needs require
- Must be able to meet physical demands of the job

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.