



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 and prioritize incoming center labels according to production requirements and priority dates.
- Ensure center labels are properly dried and processed based on established dry times.
- Maintain proper storage, organization, and identification of dried label inventory to ensure materials are readily accessible.
- Verify the receipt and quantity of incoming stampers and ensure they are properly recorded.
- Organize and maintain stampers in an orderly and easily accessible manner.
- Manage and maintain materials, including stampers and labels, associated with completed jobs.
- Pick, verify, and prepare labels and stampers for transfer to other locations.
- Liaise with Production and other departments to ensure all required labels, stampers, and related materials are available for scheduled jobs.
- Purge and dispose of excess, obsolete, or unrequired inventory materials as required and in accordance with established procedures.
- Update and maintain accurate spreadsheets, inventory records, and other documentation as materials are received, processed, transferred, or depleted.
- Ensure all materials are stored and handled in accordance with company procedures and applicable quality and safety standards.
- Maintain a clean, organized, and efficient work area.
- Identify and report damaged, missing, or incorrect materials and assist in resolving inventory discrepancies.
- Support continuous improvement initiatives related to material organization, inventory accuracy, and workflow efficiency.
- Perform other duties and responsibilities 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
- 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.