



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 **WAREHOUSE ASSOCIATE / RELIEF DRIVER** to join our **OAKVILLE** team. This is a full-time, permanent position primarily focused on warehouse operations, with responsibility for providing backup commercial driving coverage during planned and unplanned driver absences. We are looking for a competent, safety-oriented person with excellent attendance who can work independently in varying environments!

Responsibilities

Warehouse Associate

- Receive, unload, inspect, and put away incoming products and materials.
- Pick and prepare products for internal requirements.
- Load and unload trucks and trailers safely and efficiently.
- Move products and materials throughout the warehouse using appropriate equipment.
- Assist with palletizing, repalletizing, wrapping, and securing products for movement and storage.
- Ensure products are handled carefully to prevent damage.
- Assist with warehouse transfers and movement of inventory between locations as required.
- Support accurate and timely completion of warehouse documentation and ERP system transactions.
- Report shortages, damages, discrepancies, or other shipping/receiving issues to the appropriate Supervisor.
- Assist with physical inventory counts and audits.
- Ensure inventory is stored in the appropriate designated locations.
- Operate forklifts, pallet jacks, carts, and other warehouse equipment as trained and authorized.
- Perform pre-use inspections of applicable equipment.
- Report equipment defects, damage, or unsafe conditions immediately.
- Use proper lifting, handling, and material-handling techniques.
- Assist with cleaning and maintaining warehouse floor.
- Participate in vinyl recycling initiatives.
- Ensure adherence to established safety practices.
- Keep aisles, emergency exits, fire equipment, and work areas clear and accessible.
- Maintain safe work practices and use required personal protective equipment (PPE).
- Immediately report workplace hazards, injuries, near misses, or unsafe conditions.
- Assist other warehouse team members and departments as required.
- Support continuous improvement initiatives related to warehouse efficiency, safety, quality, and organization.

Relief Driver

- Safely operate 26-foot (5-ton) company truck to transport materials between assigned company locations and local sites (7km radius).
- Load, secure, and unload materials in accordance with company procedures and safety standards.
- Inspect vehicles before each shift to ensure roadworthiness and report any maintenance issues.
- Ensure all loads are properly secured and compliant with applicable transportation regulations.
- Maintain accurate delivery records, logs, and documentation as required.
- Coordinate with warehouse, production, and logistics staff to ensure timely pickups and deliveries.
- Follow all company health and safety policies and traffic laws.
- Keep the vehicle clean and maintain professional standards while representing the company.
- Report delays, incidents, or operational issues promptly to the supervisor.
- Other duties as assigned by the Team Leader/Management

Physical Demands

- Must be able to lift 50lbs consistently for duration of shift.
- Engage in frequent bending, stopping, squatting, pushing and pulling of parts and part containers
- Involves repetitive motions
- Adaptable to relative sound pressure levels
- Must be able to work in various weather conditions

Requirements/Qualifications

- Full G-class driving license.
- Minimum 1-year experience operating commercial vehicle.
- Minimum 1-year of warehouse experience preferred.
- Computer literate, strong knowledge of Microsoft Office (specifically Word and Excel) and Google Business Suite (specifically Google Sheets).
- Clean driving record with no previous infractions.
- Use of proper PPE while performing functions (CSA steel toed safety boots are mandatory).
- Must be willing to work mandatory overtime as business needs require.
- Excellent communication skills.
- Ability to work in a fast-paced, team environment with shifting priorities.
- Must be able to meet all physical demands of job
- High school diploma or equivalent preferred.
- Forklift certification is an asset; training may be provided.

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.

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.