Material Handler (3 Month Contract)

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 **Material Handler** to join our **Burlington** team. This is a **full-time, 3 month fixed-term contract** opportunity that will support the production operations through moving, storing, and managing materials within a high paced atmosphere. We are looking for a positive, energetic person who is highly motivated and wants to work in a team environment!

Responsibilities

- Interpret Daily Production Schedule for raw material/print matter allocation
- Allocate materials using FIFO principles; stage materials at the appropriate resource (right part/right time)
- Load, unload and move products and materials by hand and material handling equipment when required
- Maintain clean and organized work areas by ensuring inventory is in properly stored in the correct locations (on floor and in racking etc.)
- At time, assist drivers with loading and unloading of products and materials on/off trucks for transfers
- Re-introduction of Work-in-process material
- Assist in wrapping all finished products and store in designated areas
- Replenish vinyl compound components to designated racking and hopper staging area
- Assist in the cleaning out of equipment
- Fill in and update documentation relating to tasks
- General housekeeping
- Other duties as assigned by Team Leader, Manager or designate

Physical Demands

- Required to stand for entire duration of shift
- Must be able to carry, lift, push or pull up to 75 lbs consistently throughout the shift: material handling equipment available for assistance with movements
- 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, including extreme heat during summer months
- Adaptable to relative sound pressure levels
- Involves repetitive motions: use of hands and wrist continuously in a controlled environment

Requirements/Qualifications

- High school diploma or equivalent preferred
- Use of proper PPE while performing functions, CSA steel toed safety boots are mandatory
- Must be willing to work all shifts & to work overtime as business needs require
- Must be able to meet physical demands of the job

- Excellent electronic, verbal and written communication skills
- Must have strong attention to detail
- Ability to work in a fast-paced environment with shifting priorities in a team environment
- Knowledge of inventory control methods considered an asset
- Previous experience in a manufacturing environment considered an asset

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.