

Junior Manufacturing Coordinator

Description:

This role is a working fabrication department position, that aids scheduling with the delivery of job order and job order priorities and fabrication departments. The role prepares blanks for machining operations, organizes the priority order of machine shop work, pulls and cuts raw materials for next machine/fabrication operation. It also oversees 3D printing work centres.

Tasks also include laying out parts/drawings for each JO, ordering the jobs in proper sequence per work centre, reviewing completed work and following up on and preparing materials for post ops such as anodizing and paint.

The Coordinator is confident and proficient with machine shop equipment such as drill-press, band saw, bench grinders and hand tools such as nail gun, circular saw, and tape measure.

Responsible for work flow, material assessment, meeting schedules.

A leader in the machine and fabrication shops, motivating and facilitating work for the employees. Must work well with, and adhere to, scheduled work timelines as provided by production scheduler, engineering, and/or operations head. Will work closely with shop/fabrication employees, engineering and management. Some OT may be required when necessary.

Responsibilities:

In addition to direct working machine shop labour duties:

- Work closely with Scheduling & Materials Manager to report issues regarding material availability and assigns specific jobs to machinists.
- Manages work flow and ensures all machinists have work for all shifts.
- Manages scrap allocations and assures proper disposal.
- Ensures administrative and work procedures are followed.
- Ensures safe work practices are followed..
- Periodic cycle counting of inventory.
- Reporting and management of damaged or incorrect inventories.
- Provides suggestions for improvements and provides feedback of workflow to Production Scheduler.
- Must be available for overtime when assigned in accordance with ESA standards.
- Other duties as assigned.

PLEXPACK CORP.

1160 Birchmount Road, Unit 2, Toronto, Ontario M1P 2B8

Tel: 416.291.8085 • Toll Free: 800.265.1775 • Fax: 416.298.4328 • www.plexpack.com





Requirements:

- Minimum Ontario Secondary School Diploma or equivalent
- Capable of lifting 25kg
- Basic math skills and familiarity with dimensional measurements
- Familiarity in machine shop environment
- Experience reading part blue prints and understanding dimensions
- Good oral communication skills to understand verbal instructions
- Willingness to work overtime when required
- Ability to work independently

What Plexpack Offers Our Employees

- Competitive compensation
- Laptop and company cell phone
- Work/life balance
- Being a part of a flexible, dynamic SME with a strong global reputation
- Culture of friendly, supportive, collaborative, and successful people
- The chance to expand your professional and personal skills
- Opportunities for sponsored training and educational development
- A stable company who stands behind nearly 50 years of business excellence and continuous improvement
- Learning and working with leaders in an essential and critical industries within the supply chain
- Supporting an exciting global customer base that spans a variety of industries and ranging in size from start up to Fortune 100.
- Working in an inclusive, diverse, and ethical environment.

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Who We Are

Our Mission

is to build and deliver the best, made-to-order flexible packaging machinery solution for each customer's unique needs.

Our Vision

is to be the preferred choice for customizable, made-to-order flexible packaging machinery solutions worldwide.

Plexpack Corporation designs and manufactures high quality flexible packaging equipment solutions. More than 5,000 customers worldwide depend on our Emplex Bag Sealers, VacPack MAP Systems, and Damark Shrinkwrap Systems for packaging efficiency, product integrity, safe transport, and attractive presentation.

We deliver standard and customizable, made-to-order solutions with our customers' unique needs, reputation, and budget in mind. We have options for nearly any production environment and experience in a wide range of applications. For nearly 50 years Plexpack has been known for quickly delivering innovative solutions that are simple to use with superior performance and return on investment.

Every Plexpack solution is backed by multilingual support and service from our offices in Canada and the US and our international network of distribution partners.

Why Choose Plexpack

Plexpack aspires to provide its employees a rewarding and fulfilling career. We strive to create an inclusive, supportive, and collaborative environment while providing opportunities for advancement, competitive salaries, learning and education opportunities, and a flexible benefits package. When you join Plexpack, you are joining a team of outstanding, motivated individuals, many of whom with pride of long-term service. Our diversity is a core strength that contributes to professional and personal development and a rich work experience.

With 3 strategically located offices and over 100 channel partners, we are proud to be a global leader flexible packaging equipment manufacture, provision, and support. The key to our success is understanding our customer

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needs and aligning those needs throughout the organization to provide high quality equipment while delivering top notch customer experience, outstanding value, and overall satisfaction and brand loyalty.

You Make A Difference!

We are solutions-driven and customer-focused and welcome energetic emerging leaders that can drive company mandates into the future. When you are on the job for us, you take pride in knowing that your actions support and boost our customers' productivity and package integrity, as well as contributing to the essential global supply chain as a whole.

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