

**Jobs Summary:** **Customer Service Counter Sales Representative** - Electrozad Supply Company Limited / **Contractor Inside Sales Customer Service Representative** - Electrozad Supply Company Limited / **In Home Repair TV & Appliance Technician** – Best Buy / **Class A Mechanic** – Purolator / **Part Time Physiotherapist** – Leamington District Memorial Hospital / **Receptionist Technician** - Eye Surgeon Windsor / **Vision Therapist for Optometry Office** - Dr. Hansel Huang / **Certified Medical Receptionist** - Moy Medical Centre / **Assembly Operator (Student)** - TRQSS, Inc. / **College Instructor Massage and Hydrotherapy** - Canadian College of Health Science & Technology / **Material Handler** - Cascades / **Registered Massage Therapist** - Coral Medical Health Spa / **Materials Coordinator** - Schukra of North America Windsor / **Certified Esthetician** - Coral Medical Health Spa / **Certified Medical Receptionist** - Moy Medical Centre / **Production Lead Hand** - Cascades / **Machine Operator** - JD Norman Industries / **Service Technician (Overhead Cranes)** - Zelus Material Handling / **Senior Buyer** - Schukra of North America / **Registered Massage Therapist** - Fresh Medical Spa / **Marketing and Communication Coordinator** - WFCU Credit Union / **Millwright** - Cascades / **Industrial Painter** - Eagle Press & Equipment / **Sales Associates** – Leons / **Sales Representative** - Windsor Mazda Dealership / **Electrical Designer Drafter** – Dillon Consultant / **PT Administrative Assistant** – WSP / **Production Supervisor** – Accucaps Industries Inc. / **Production Administrator** – Sunset Produce (Kingsville) / **Project Supervisor** - Stratosphere Quality, LLC / **FTTH Implementation Manager** – BELL / **Production Associate** - Schukra Of North America / **Afternoon & Midnight Dispatcher** - GT Transport / **Collections Specialist** - Aarons ULC / **Maintenance Planner Scheduler** – Morton Salt / **General Labourer** - Hotte Marine Contracting Ltd. / **HR Administration Coordinator** - Holiday Inn & Suites Ambassador Bridge / **Housekeeper** – Windsor Regional Hospital / **Retail Server** – Windsor Regional Hospital / **Cabinet Installer Cabinetry Trim Mouldings** - Windmill Cabinet Shop Ltd. / **Financial Services Manager** - Audi Windsor Leavens Automotive Group / **Automation Technician** - AGS Automotive Systems / **Financial Literacy Educator and Coach** - Credit Counselling Services of Southwestern On Inc. Financial Fitness (Windsor) / **Licensed Technician** - Audi Windsor Leavens Automotive Group / **ECE Teacher Part time** - Anderdon Child Care Inc (Amherstburg) / **Tagger** - Armstrong Top Pack Ltd. (Leamington) / **Greenhouse Supervisor** - NatureFresh Farms Inc. (Leamington) / **PT Cook**- Chartwell Leamington Retirement Residence (Leamington) / **Vegetable Grower** – Amco Inc. (Leamington) / **Support Coordinator** - YMCA of Greater Toronto (Windsor) / **Business Development Coordinator Continuing Education** – University of Windsor / **Project Manager Product and Process Development** – Union Gas Limited Chatham / **Customer Service Representative** - Workplace Safety and Insurance Board (Windsor) / **Program Manager** – Windsor Mold Group / **Fixture Engineer** – Windsor Mold Group / **Tool Maker** – Flex N Gate / **Tooling Engineer Metals** – Flex N Gate / **Supervisor, Maintenance & Planning** - Hiram Walker & Sons Ltd / **Senior Cost Analyst** - Hiram Walker & Sons Ltd. / **Administration Officer** - Academy Truck Driving School / **Car Wash Manager** - Spee-Dee Auto Wash / **Precision Lathe Operator Metal Machining** - Royal Feed Screws Inc (Oldcastle) / **Night Auditor Hotel** - Quality Inn Leamington / **Registered Practical Nurse** - Seasons Retirement Communities (Belle River)

**Customer Service Counter Sales Representative - Electrozad Supply Company Limited**

- Windsor, ON, CANADA
- Sales and Business Development
- As the largest independently owned electrical wholesale distributor in Southwestern Ontario, Electrozad Supply offers a full range of electrical and electrical-related products from some of the premier manufacturers in Canada and the United States. From products to complete project solutions, we provide customers with a convenient ‘one-stop-shop’ total source for their electrical needs.

**Customer Service Counter Sales Representative - Windsor, ON**

- **Primary Responsibilities** - The Customer Service Counter Sales Representative will be a core member of our Customer Service Sales Team. This position will primarily be responsible for all aspects of our customer’s counter buying experience including sales, support, quotations and service.

**Duties and Responsibilities:**

- Answer and respond to customer's inquiries and requests including product, pricing and delivery
- Prepare sales quotations, sales orders, RMAs and provide detailed information required by the customer that will assist with the sales process
- Prompt resolution to all customer service related inquiries
- Promote positive relations with customers and vendors

**Minimum Requirements:**

- High School diploma, however Post-secondary education from a technical program (Electrical, Mechanical discipline) is preferred
- One (1) year of electrical industry experience
- Excellent English communication skills (oral and written) with the ability to communicate effectively
- Ability to handle difficult situations with diplomacy and respect
- Detail oriented with superior organizational skills
- Ability to learn the wide range of products and services provided by Electrozaad
- Ability to lift 50 lbs., stand/move for six (6) plus hours per day
- Ability to maintain confidentiality of proprietary and sensitive business information
- Self-motivated with the ability to manage multiple priorities and meet deadlines
- Strong computer skills, including ability to work with Microsoft Outlook, Word & Excel
- Electrozaad Supply is the largest independently owned and operated electrical wholesale distributor in Southwestern Ontario. Founded over 60 years ago, Electrozaad has flourished from a 3 person, 1 location operation to over 115 employees in 5 locations. Electrozaad supplies a full line of electrical and automation products to the Commercial, Industrial, Institutional, Utility and Residential markets. From single products to complete project solutions, we provide customers with a convenient 'one-stop-shop' total source for their electrical needs. Our goal as "The House that Service Built" is to provide the highest standard of quality products, service and support, to consistently meet the expectations of our customers.
- Electrozaad Supply is an equal opportunity employer offering career opportunities, an attractive salary and comprehensive benefits package. We wish to thank all applicants, however, please be advised that only those selected for an interview will be contacted.
- Electrozaad is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Electrozaad will make accommodations available to applicants with disabilities upon request during the recruitment process.
- Apply to [HR\\_Sales@electrozaad.com](mailto:HR_Sales@electrozaad.com) only if you feel you can fulfill all of the responsibilities, have all of the skill sets noted above and are a career minded, enthusiastic, reliable, and trustworthy, goal orientated individual.

**LINK:**

<http://www.workopolis.com/jobsearch/job/17332227?OMAlert=Y&cid=EM%7CB2C%7CJA%7CJA%7CEN%7C56e85ba5634f9a21342409a7%7CJARNH1116>

**Contractor Inside Sales/Customer Service Representative - Electrozaad Supply Company Limited**

- Windsor, ON, CANADA
- Sales and Business Development
- As the largest independently owned electrical wholesale distributor in Southwestern Ontario, Electrozaad Supply offers a full range of electrical and electrical-related products from some of the premier manufacturers in Canada and the United States. From products to complete project solutions, we provide customers with a convenient 'one-stop-shop' total source for their electrical needs.

**Contractor Inside Sales / Customer Service Representative - Windsor, ON**

- **Primary Responsibilities** - The Contractor Inside Sales / Customer Service Representative will be a core member of our Contractor Sales Team. This position will primarily be responsible for assisting Contractor Sales Representatives with all aspects of the customer experience including sales, support, quotations, job management and service.

**Duties and Responsibilities:**

- Answer and respond to customer's requests including product, pricing and delivery inquiries
- Prepare sales quotations, RMAs and provide detailed information required by the customer that will assist with the sales process
- Prompt resolution to all customer service related inquiries
- Assist and support the co-ordination of special events and promotions
- Assist in identifying sales opportunities within the assigned geographical area.
- Follow up on opportunities/quotes/proposals with customers and actively seek feedback that will lead to a successful outcome
- Promote and represent Electrozad Supply through the local business community and industry associations when required i.e. OEL, MESH, etc.
- Promote positive relations with customers and vendors

**Minimum Requirements:**

- Post-secondary education from a technical program (Electrical, Mechanical discipline) or equivalent experience
- Previous inside sales experience in the electrical industry
- Excellent English communication skills (oral and written) with the ability to communicate effectively to key stakeholders
- Ability to handle difficult situations with diplomacy and respect
- Ability to clearly and effectively set and attain goals
- Detail oriented with superior organizational skills
- Ability to maintain confidentiality of proprietary and sensitive business information
- Self-motivated with the ability to manage multiple priorities and meet deadlines
- Strong computer skills, including ability to work with Microsoft Outlook, Word & Excel
- Electrozad Supply is the largest independently owned and operated electrical wholesale distributor in Southwestern Ontario. Founded over 60 years ago, Electrozad has flourished from a 3 person, 1 location operation to over 115 employees in 5 locations. Electrozad supplies a full line of electrical and automation products to the Commercial, Industrial, Institutional, Utility and Residential markets. From single products to complete project solutions, we provide customers with a convenient 'one-stop-shop' total source for their electrical needs. Our goal as "The House that Service Built" is to provide the highest standard of quality products, service and support, to consistently meet the expectations of our customers.
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- Apply to [HR\\_Sales@electrozad.com](mailto:HR_Sales@electrozad.com) only if you feel you can fulfill all of the responsibilities, have all of the skill sets noted above and are a career minded, enthusiastic, reliable, and trustworthy, goal orientated individual.

**LINK:**

<http://www.workopolis.com/jobsearch/job/17332219?OMAlert=Y&cid=EM%7CB2C%7CJA%7CJA%7CEN%7C56e85ba5634f9a21342409a7%7CJARNH1116>

**In Home Repair TV & Appliance Technician – Best Buy**

- Windsor
- Reporting to the In-Home Repair (IHR) Services Manager and working together with the IHR Team Lead, the mobile Technician will travel to customers' homes to diagnose and repair their TV's and appliances in a timely and cost effective manner while providing excellent customer service. The repairs will be performed on customer units encompassing a variety of product brands. The work will be performed under manufacturer's warranty, extended warranty or can be customer paid repairs.

## Responsibilities

- **REPAIRS:** Uses service manuals, various service packages, schematics, navigate vendor websites and associated test equipment to troubleshoot and repair software & hardware issues at customers' homes in a timely and cost-effective manner. Work with IHR Manager/IHR Team Lead/vendors/depots/stores to order and receive the necessary parts to complete the repairs, as well as obtain technical support when required. High attention to detail and accuracy is a must. Goal is to achieve a high first time completion rate.
- **ADMINISTRATION:** Completes all required paperwork and documentation thoroughly, accurately and in a timely manner. Exercises care in avoiding errors and re-work, and pays attention to details. Accurately enters appropriate data into the computer system, as required. Maintains paperwork in an organized fashion for easy retrieval and reference
- **PRODUCTIVITY:** Achieves or exceeds: productivity goals, turnaround time, and repeat repairs performance measures. Identifies processes that negatively impact productivity/efficiency and contributes ideas to improve them.
- **TRAINING:** Successfully completes all mandated technical and process training and provides technical support to others where required
- **SAFETY/SECURITY:** Keeps all work areas - within vehicle and within a customers' home - clean, neat and organized. Identifies security risks and takes appropriate corrective measures.

## Requirements

- All requirements are based on 3 plus years of experience and include, but are not limited to the following:
- 3+ years' experience in diagnosis and repair of multi brand appliances
- 1+ years In Home Repair Experience
- 1+ years Customer facing experience (customer service/sales)
- 5+ years Valid driver's license with an excellent driving record
- Must pass criminal background check and be legally bondable
- The Technician will be interacting directly with customers and performing work in their homes so good communication skills and strong customer service skills are necessary
- Must have good organizational skills and be a self-starter
- Team work is crucial since the Technician will interact daily with the IHR Team Lead/Manager, store level personnel and depot personnel to complete the job (technical support, parts ordering, administrative tasks etc.)
- Must be computer savvy and have experience with commonly used computer applications including Windows, internet browser and Microsoft Office
- Heavy Lifting required up to 75 lbs

## Education

- Consumer Electronics Diploma / Certificate from a recognized institution
- "C.Tech" designation from the Canadian Council of Technicians and Technologists (CCTT) preferred
- Multi-brand training certificates and manufacturer authorization preferred

## Company Background

- Burnaby, BC based Best Buy Canada Ltd., is a wholly owned subsidiary of Fortune 100 company Best Buy Co., Inc. (NYSE:BBY) and is one of Canada's largest and most successful retailers. With more than 12,000 employees across the country, Best Buy Canada Ltd. ([www.bestbuy.ca](http://www.bestbuy.ca)) provides an unique and distinct in-store and online consumer offerings, tailored to meet a diverse range of needs. We pride ourselves as being one of the best employers in the country. We offer a competitive benefits package and our Head Office employees enjoy great amenities at our South Burnaby location such as an in-house gym and restaurant facilities, free parking, shuttle service, in-house dry cleaning services and more.

## LINK:

<http://careers.bestbuy.ca/csbsites/bestbuy/JobDescription.asp?SuperCategoryCode=12956&JobNumber=765047&JobTitle=InHomeRepairTVApplianceTechnician&lang=en>

## **Class A Mechanic - Purolator**

- Date: 09-Nov-2016
- Location: Windsor, ON, CA
- Company: Purolator
- Opportunities delivered
- Looking for an opportunity to learn and grow within Purolator? This is your opportunity to help us deliver on our customers' promises.

### **Job Description**

- Service / Maintenance on PCL equipment
- Order parts
- Maintain records
- Distribute work
- Arrange and maintain service schedule
- Attend to emergency road service
- Other related duties

### **Qualifications**

- Exemplifies and consistently demonstrates our core competencies of communication, innovation, change management, relationship building and leadership
- Class "A" license mandatory
- Minimum 5 year experience
- Must be able to work with minimum supervision
- Must have good automotive diagnostic skills
- Must have own tools
- Must have good driving record
- Starting wage \$28.76/hr, with wage progression after 3 months.
- Hours: Afternoon shift, hours yet to be determined

### **POSTING DETAILS**

- Location: 513 - Windsor

### **Working Conditions: Outdoors; Warehouse Environment**

- Purolator values diversity and is an equal opportunity employer. We would like to thank all those applicants for their interest, however only those selected for an interview will be contacted.
- We recognize that our employees and their families are key stakeholders. We will only be successful as a business if we provide our employees with a safe and healthy workplace and if we have the right people in the right roles with the support they need to succeed. We hire for attitude and train for skills. To learn more about us and our values, go to [www.purolator.com](http://www.purolator.com).
- At Purolator, every day is an opportunity for our employees to connect with one another and with our customers to help make a positive impact in the communities where we live, work and play.
- Job Segment: Mechanic, Change Management, Operations, Management

### **LINK:**

<https://careers.purolator.com/job/Windsor-Class-A-Mechanic-M%C3%A9canicien-classe-A-ON/374553200/>

## **Part Time Physiotherapist – Leamington District Memorial Hospital**

Department: 2nd Floor

### **Background**

- Applications are now being accepted for Part Time Physiotherapists to work with our rehabilitation team.

### **Education**

- Bachelor Degree or equivalent in Physiotherapy from an accredited School of Rehabilitation
- Registration with the College of Physiotherapists of Ontario

## Skills and Ability

- Sound knowledge of Physiotherapy scope of practice with demonstrated clinical judgment, critical thinking and ability to utilize a holistic approach
- Excellent communication skills, both verbal and written
- Excellent organizational skills with ability to manage clinical caseload demands
- Strong leadership qualities
- Demonstrated ability to collaborate effectively with a wide variety of stake-holder groups including clients, families, teams, leadership and others within the circle of care

## Work Experience

- Two years recent clinical experience in rehabilitation preferred
- Leamington District Memorial Hospital is an equal opportunity employer. Accommodations available on request in all parts of the recruitment and assessment process as required under LDMH's Accommodation Policy
- Apply in writing to: HUMAN RESOURCES
- [jobpostings@ldmh.org](mailto:jobpostings@ldmh.org)

## LINK:

<http://www.leamingtonhospital.com/team.php?id=44>

## Receptionist/ Technician - Eye Surgeon Windsor - Windsor, ON

\$15 an hour

- Established Eye Surgeon office in Windsor looking to hire and train an Ophthalmic tech/ Receptionist. We are searching for someone to provide a great patient experience .
- The duties include answering the phone and greeting patients and general clerical duties in a paperless environment. Strong computer skills are necessary. Additionally, we will provide training towards an Ophthalmic Assistant position which involves using machines to measure and test eye function. There is no surgery involved in this position. Testing with visual fields , OCT , eye pressure and lens measurements will be part of this position.
- No prior experience for this is needed however an ability to multitask and have good hand skills and learn mechanical functions is needed. We will provide complete training for this portion of the job.A university degree, college diploma AND prior working experience in customer service is an asset.
- This is a full time position, with 2 weeks off paid leave , regular hours during the week and a very occasional Saturday .We offer medical and dental coverage .The starting salary is \$15 /hr
- Job Type: Full-time
- Salary: \$15.00 /hour

## LINK:

[http://ca.indeed.com/viewjob?jk=17001d1b82537437&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=17001d1b82537437&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

## Vision Therapist for Optometry Office - Dr. Hansel Huang - Windsor, ON

- Looking for a pleasant, organized individual who wants to make a difference. Needs to enjoy working with children. Fun, friendly, supportive work environment. Experience in education, rehabilitation, ECE assistant, occupational therapy assistant, physiotherapy assistant or psychology is an asset. Training will be provided. We look forward to meeting you.
- Under the guidance of the optometrist, vision therapy involves working with patients in a progressive program of vision procedures, customized for each patients' visual needs. The goal of vision therapy is to help develop or improve visual skills. By doing so, vision therapy strives to improve visual comfort and how a patient processes visual information. (These are patients that may struggle in school, have difficulty reading, and have trouble staying on task).
- Must be willing to work with patients of all ages on a one-to-one basis. (Previous work with children is a beneficial).
- Must have desire to learn new concepts and adapt for each patient presentation.

- Must work in a team environment.
- We will provide the training, but must be self-motivated to want to learn.
- Please email your resume for consideration.
- Job Type: Full-time

**LINK:**

[http://ca.indeed.com/viewjob?jk=01158e4286d09985&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=01158e4286d09985&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Certified Medical Receptionist - Moy Medical Centre - Windsor, ON**

Moy Medical Centre has an immediate opening for a Certified Medical Receptionist locum 2 month position. A college certification is a must. Training will be provided. Hours would be Monday to Friday 9-5. Please send resume to email provided.

Job Type: Full-time

**Required education:**

- Diploma/Certificate

**LINK:**

[http://ca.indeed.com/viewjob?jk=e5529d1c2acf9845&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=e5529d1c2acf9845&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Assembly Operator - Student - TRQSS, Inc. - Windsor, ON**

Part-time

1. TRQSS, Inc. is a subsidiary of Tokai Rika Co. Ltd. of Japan, a recognized leader in manufacturing technology. TRQSS ranks with the largest companies in North America dedicated exclusively to manufacturing seatbelts and has quickly grown to become a world leader in automobile safety restraint systems. We are currently seeking applicants to work in our Tecumseh facility as an Assembly Operator.

**Responsibilities**

- Rotates amongst the various operations within the cell, to perform all assembly functions required to assemble the seat belt (or component of) while ensuring the daily principles of safety, quality, delivery and productivity are followed at all times to produce high quality parts for our customers.
- Follows work instructions to assemble high quality parts
- Produces parts within prescribed amount of time
- Ensures all necessary safety equipment is used and worn at all times
- Follows defined standardized work instructions and process conformance procedures to ensure quality parts are produced
- Brings to the attention of the Team Leader or Trainer any quality, safety, or productivity issues
- Performs all assembly tasks within defined time to meet production goals
- Participates in improvement (Kaizen) activities to ensure TRQSS improves continuously to meet increasing customer demands
- Follows policies and procedures as documented in the TRQSS Associate Guide and maintains a positive working relationship with team members
- Visual inspection of parts to ensure they meet established standards

**Requirements Education:**

- Must be enrolled in accredited college or university program

**Experience/Skills/Other Requirements:**

- Must be at least 18 years of age
- Meet physical demands of constant walking, frequent reaching, and occasional bending
- Must be available to work shift work and Saturdays, we require a minimum of 2 shifts per week.

**Additional Information:**

- Proof of school registration is required
- Student employees are utilized to backfill planned absences
- Full and part-time students are welcome to apply

- Job Type: Part-time

**LINK:**

[http://ca.indeed.com/viewjob?jk=8b27748dc3324cd1&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=8b27748dc3324cd1&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**College Instructor - Massage and Hydrotherapy - Canadian College of Health Science & Technology - Windsor, ON**

\$25 an hour - Contract

- Theoretical and Practical Massage and Hydrotherapy Instructors are required for programs starting in January and May of 2017.
- Individuals must be able to present information in a clear concise manner employing a variety of strategies to reach all types of learners. Ensure fair and consistent evaluation of students in both hands-on and written materials in accordance with standard curricula. Ability to outline each lecture of the course, highlighting the key concepts, add content as required.
- Must be a Licensed Massage Therapist with a minimum of three years practical experience. Must be able to work flexible work schedule (morning, afternoon and/or evening).
- Preference will be given to those who have a least one year teaching experience.
- Job Type: Contract
- Salary: \$25.00 /hour

**Job Location:**

- Windsor, ON

**Required education:**

- Diploma/Certificate

**Required experience:**

- instructional (preferred): 1 year
- registered (Ontario CMTO) work: 3 years

**Required licenses or certifications:**

- Police Check
- Driver's Licence
- Currently Active - CMTO Registered

**LINK:**

[http://ca.indeed.com/viewjob?jk=801468cd3fdf5d39&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=801468cd3fdf5d39&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Material Handler - Cascades - Windsor, ON**

NORAMPAC – WINDSOR

Norampac, a division of Cascades Canada ULC, owns six containerboard mills and nineteen corrugated products plants in the United States and Canada. Norampac is the largest containerboard producer in Canada and is also a major Canadian manufacturer of corrugated products.

**JOB DUTIES:**

**Reporting to the Production Manager the successful incumbent will have the following main responsibilities:**

- Experience with bill of ladings
- The material handler is responsible for moving, stacking, and relocating units throughout the facility
- Unloading and loading of trucks in a safe and timely manner
- Keeping machines accurately full of stock so orders can be run without delay
- Operating forklift in a safe and efficient manner
- Keep work area neat and tidy by upholding 5S Principles
- Receiving and sending out shipments, verifying orders, etc.
- All other assigned tasks

**QUALIFICATIONS:**

**The ideal candidate will possess:**

- An Ontario Secondary School Diploma (OSSD)



- Flexibility for day, afternoon or weekend shifts
- Must be mechanically and mathematically inclined
- Must be able to read production specification sheets
- Must be able to perform heavy lifting
- Safety conscientiousness
- Working knowledge of CTI will be considered an asset
- Previous experience in a corrugated packaging facility will be considered an asset
- Demonstrate the fundamental values of Norampac (Respect, Teamwork, Communication, Autonomy, Adaptability, Initiative)
- Job Type: Full-time

**LINK:**

[http://ca.indeed.com/viewjob?jk=ef9ba9fb685f3df9&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=ef9ba9fb685f3df9&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Registered Massage Therapist - Coral Medical Health Spa - Windsor, ON**

\$4,000 - \$5,000 a month

**Title:**

Registered massage therapist (RMT)

**Terms of Employment:**

Permanent, Weekend, Day, Evening

**Salary:**

\$4,000.00 to \$5,000.00 Monthly, 40.00 Hours per week, Commission

**Anticipated Start Date (at the latest in 3 months):**

As soon as possible

**Location:**

Windsor, Ontario ( 1 vacancy )

**Skill Requirements: Education:**

Completion of college/CEGEP/vocational or technical training, Some university

**Credentials (certificates, licences, memberships, courses, etc.):**

Certification by a provincial or territorial association for massage therapists

**Experience:**

Experience an asset

**Languages:**

English

**Work Setting:**

Spa Clinic, Private practice

**Specific Skills:**

Perform various technical therapy and assessment functions to assist professionals

**Security and Safety:**

Criminal record check

**Transportation/Travel Information:**

Valid driver's licence, Own transportation

**Essential Skills:**

Reading text, Numeracy, Writing, Communication, Working with others, Problem solving, Critical thinking, Significant use of memory, Computer use

**Employer:**

Coral Medical Health Spa

**How to Apply:**

**By Mail:**

1400 Provincial Rd. Windsor, Ontario N8W 5W1

**Web Site:**

<http://www.coralspa.com>

- Job Type: Full-time

**Required education:**

- Diploma/Certificate

**LINK:**

[http://ca.indeed.com/viewjob?jk=7e956307b31b16c3&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=7e956307b31b16c3&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Materials Coordinator - Schukra of North America Windsor, ON**

The Leggett and Platt Automotive Group, an operating unit within Leggett & Platt Inc. a S&P 500 Company, is seeking a dynamic career minded individual to join our team. We provide outstanding opportunities for career satisfaction and growth in an international continuous improvement environment. We have developed strong and enduring partnerships with our domestic and international customers by building on our long history of product innovation and manufacturing excellence. As we work to meet our immediate resource needs, the following employment opportunity is available with our Windsor, Ontario based Engineering Team.

**RESPONSIBILITIES:**

- Process customer EDI releases daily, input manual releases and single orders.
- Verify CUMs, resolve differences with customer, production or other departments involved.
- Monitor inventory levels of finished goods.
- Solve MRS problems related to releases and logistic issues.
- Enter Facility Planning data and set up shipping pattern in the CDM for new and/or existing raw material part numbers. Ongoing review of FPD data to ensure MRP parameters is continuously updated.
- Daily follow-up of parts required for regular production and service builds.
- Co-ordinate and track expedited shipments from Suppliers (including issuing of AETC's and logging the AETC on the monthly overview). Meet annualized premium freight objectives.
- Investigate on material shortage (missing raw material) and adjust as required.
- Run the shortage list and fill out the comment on when parts are coming in.
- Review and update supplier releases weekly.
- Receive and review supplier ASNs.
- Maintain accurate CUM's with supply base.
- Coordinate the launch and/or phase out of components
- Manage ECO changes to ensure zero obsolescence.
- Monitor inventory levels daily to achieve targets and participate in physical inventory process.
- Participates actively in the requirement to retain ISO/TS16949/ISO 14001 certification.
- Responsible for knowing and upholding the H&S Policy and for working in a safe manner and reporting all unsafe or unhealthy conditions or acts.
- Complete any other assignments, duties and projects that may be assigned.

**QUALIFICATIONS:**

- College Diploma in Business or Supply Chain Management
- 1-3 years related experience within an ISO/TS16949 manufacturing environment
- Good organizational and interpersonal skills
- Good oral and written communication skills
- Have the necessary computer skills to communicate with internal/external customer/suppliers
- Knowledge of materials and capacity requirements planning (MRP) systems
- Knowledge of inventory / warehousing policies and procedures
- Leggett & Platt Automotive Group provides quality engineered products for every manufacturing need, including lumbar, suspension, and bolster systems; wire forms, mechanical control cables, welded seating components, tubular products, and seating motors and actuators. We value innovative and passionate people with a track record of success and offer competitive compensation, including a comprehensive

benefits package and opportunities for professional development and career growth.

- Leggett & Platt Automotive Group is an Employment Equity employer. We take this opportunity to thank all candidates for applying however only those selected for an interview will be notified.
- Leggett & Platt is proud to provide employment accommodation during the recruitment process to applicants with disabilities, upon request. Should you require any accommodation, please contact Schukra of North America Human Resources.
- Job Type: Full-time

**Required education:**

- Diploma/Certificate

**Required experience:**

- Related experience within an ISO/TS16949 manufacturing environment: 1 year

**LINK:**

[http://ca.indeed.com/viewjob?jk=f09847ee19327e68&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=f09847ee19327e68&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Certified Esthetician - Coral Medical Health Spa - Windsor, ON**

\$12 - \$16 an hour - Permanent

- Terms of Employment: Permanent, Part Time leading Full Time, On Call, Weekend, Day, Evening
- Salary: \$12.00 to \$16.00 Hourly, 40.00 Hours per week, Bonus, Gratuities, Commission
- Anticipated Start Date (at the latest in 3 months): As soon as possible
- Location: Windsor, Ontario ( 1 vacancy )
- Education: Completion of college/CEGEP/vocational or technical training Credentials (certificates, licences, memberships, courses, etc.): Esthetician certification
- Experience: Experience an asset
- Languages: English
- Type of Work Experience: Esthetician
- Cosmetics/Cosmetology Skills: Provide general information to customers on beauty products, Advise on beauty products suited to customers' colouring and skin type, Apply make-up on customers
- Esthetics Skills: Body care/treatments, Exfoliation treatments, Eyebrow tinting, Facials, Foot massage, Glycolic acid treatments, Manicures, Pedicures, Relaxation massage, Skin care, Skin peels, Waxing, Refer clients with unusual skin conditions to physicians
- Essential Skills: Sales, Reading text, Document use, Numeracy, Writing, Communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning
- Employer: Coral Medical Health Spa

**How to Apply:**

- In Person between 9:00 and 17:00 : 1400 Provincial Rd Windsor, Ontario N8W 5W1
- Job Type: Permanent

**Required education:**

- Diploma/Certificate

**LINK:**

[http://ca.indeed.com/viewjob?jk=d2554b51152b3ab1&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=d2554b51152b3ab1&q=all&l=Windsor,+ON&tk=1b261ghpj1d8oaib&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Certified Medical Receptionist - Moy Medical Centre - Windsor, ON**

Moy Medical Centre has an immediate opening for a Certified Medical Receptionist locum 2 month position. A college certification is a must. Training will be provided. Hours would be Monday to Friday 9-5. Please send resume to email provided.

Job Type: Full-time

**Required education:**

- Diploma/Certificate

**LINK:**

<http://ca.indeed.com/cmp/Sunshine-Drugs/jobs/Certified-Medical-Receptionist-e5529d1c2acf9845?q=all>

**Production Lead Hand - Cascades - Windsor, ON**

NORAMPAC –

- Norampac, a division of Cascades Canada ULC, owns six containerboard mills and nineteen corrugated products plants in the United States and Canada. Norampac is the largest containerboard producer in Canada and is also a major Canadian manufacturer of corrugated products.

**Summary of Position:**

- You will be the designate in charge of the shift. The Lead Hand supervises workers in the daily routine of producing and assembling quality finished products in a safe, efficient, and productive manner with minimum waste. Responsibilities include training employees, planning, assigning, and directing work. Team building, coaching, conflict resolution, and leading employees will be the foundation of this role. The Lead Hand will model superior behaviour, attitude and performance, based on the Company's Core Values.

**Requirements: Skill Set:**

- Strong understanding of OHS, Quality and Production processes.
- Ability to read and interpret documents such as safety policies, operating and maintenance instructions, and procedure manuals
- Able to calculate figures and amounts such as percentages, measurement, volume and rate
- The individual must have a working knowledge of equipment and related capabilities that can be translated into efficient operation as well as contribute to reduced overall costs and assist the supervisor find areas that require improvement.
- Time management, Leadership and Training skills, and the ability to deal with Employee Relations through a coaching approach

**Education and/or Experience:**

- Asset to maintain a current Lift Truck Operator License
- First Aid Certificate preferred
- Occupational Health and Safety Legislation training as provided by the company
- High School Diploma or GED
- A minimum of 2 years experience in the corrugated industry, 2 years Equipment operating experience
- Clear, concise oral and written communication skills
- Demonstrated confidence including consistent leadership style with an acceptable level of professional assertiveness.

- Job Type: Full-time

**LINK:**

<http://ca.indeed.com/cmp/Cascades/jobs/Production-Lead-Hand-2130f5117cc1afac?q=all>

**Machine Operator Full Time - JD Norman Industries - Windsor, ON**

**PART TIME OPPORTUNITY THAT CAN LEAD TO FULL TIME FOR THE RIGHT PERSON!**

DIRECT HIRE OPPORTUNITY! HIRING NOW! GREAT CAREER!

**\*Unionized workplace\***

**GREAT PAY! GREAT BENEFITS!**

Machine Operators are responsible for the day to day operation of the machines. They are responsible for maintaining part quality and completing all required documentation in full. If a problem arises, it is the responsibility of the Machine Operator to notify the appropriate supervisor immediately.

**Essential Functions:**

- Performs part inspection (in process).
- Performs machine tool changes.
- Performs machine start-up and shut-down.
- Assists in all machine services (media paper, coolant, cleaning, etc).
- Maintain production banks as required when necessary.

- Report to his or her Supervisor the existence of any hazard of which he or she is aware.
- Must adhere to all safety policies
- Ensures work area is clean by using good housekeeping practices and 5S initiatives.
- Completes all supplied documentation for the quality system on a daily basis
- Ensures that proper lock out procedures are being followed.
- Ensures that all TS16949, Q1 and ISO14001 procedures are being followed.

**Qualifications:**

- NO EXPERIENCE NECESSARY. Will train. (Previous experience in connecting rod department an asset.)
- Good understanding of machine safety, quality and production expectations.
- Mechanical aptitude.
- SPC training an asset.
- Excellent safety and quality record necessary
- Excellent verbal and written communication skills required.
- Excellent attendance record required

**\*\*MUST BE FLEXIBLE TO WORK MIDNIGHTS, AFTERNOONS AND/OR DAYS & WEEKENDS AND SOME ON CALL.**

**\*Must have high school diploma/equivalent\***

***JD Norman Industries welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.***

Job Type: Full-time

**Job Location:**

- Windsor, ON

**Required education:**

- High school or equivalent

**LINK:**

<http://ca.indeed.com/cmp/JD-Norman-Industries/jobs/Machine-Operator-Full-Time-a95ec0480a6f8bf8?q=all>

**Service Technician (Overhead Cranes) - Zelus Material Handling - Windsor, ON**

***The Crane Service Technician will interact with customers and fellow employees while reporting to the Service Manager.***

***The Crane Service Technician is responsible for performing the following job functions:***

- Troubleshoot and inspect equipment to detect faults and malfunctions.
- Determine extent of repair required.
- Adjust equipment and repair or replace defective parts.
- Clean, lubricate and perform other maintenance work.
- Service attachments and working tools.
- Perform crane inspections, repairs, installations and respond to breakdown calls.
- Utilize daily opportunities to train and instruct, along with more formal training, is required.
- Inspect hoists, cranes, systems, chain falls and pullers.
- Examine all inspection tests, findings or repairs and obtain customer satisfaction.
- Test each crane repair for complete functionality.
- Complete daily paperwork accurately and completely; time tickets, service reports, inspection reports and sales lead generation.
- Setup, operate, adjust and maintain all service machines and equipment.
- Maintain all company equipment and tools in compliance with the manufacturer's recommendations and certifications.
- Collect, develop and formalize information for proposals of all replacement and repair opportunities and forward appropriately.
- Display a professional image and work within a team environment to accomplish goals.
- Maintain work area, equipment and tools in a clean and organized manner, following all safety guidelines.
- Perform other duties as assigned.

## Functional Skill Requirements

### ABILITIES

- Order parts and maintain inventory.
- Keep maintenance reports and documentation.
- Welding experience an asset.
- Critical thinking skills.
- Excellent people and communication skills, both verbal and written.
- Current drivers license in good standing.

### EDUCATION AND EXPERIENCE

- Secondary school diploma or high school equivalent as a minimum.
- Completion of college/CEGEP/vocational or technical training.
- Minimum 3 to 5 years of experience.
- Electrical or Mechanical license.
- Job Type: Full-time

### Job Location:

- Windsor, ON

### LINK:

[http://ca.indeed.com/cmp/Zelus-Material-Handling/jobs/Service-Technician-497471e917cf0465?sdu=Zzi\\_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTiuNLj3Ugq5XwahcAmr3XIQgTOQkWGOqli5v9B0wenbXA](http://ca.indeed.com/cmp/Zelus-Material-Handling/jobs/Service-Technician-497471e917cf0465?sdu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTiuNLj3Ugq5XwahcAmr3XIQgTOQkWGOqli5v9B0wenbXA)

## Senior Buyer - Schukra of North America - Windsor, ON

The Leggett and Platt Automotive Group, an operating unit within Leggett & Platt Inc. a S&P 500 Company, is seeking a dynamic career minded individual to join our team. We provide outstanding opportunities for career satisfaction and growth in an international continuous improvement environment. We have developed strong and enduring partnerships with our domestic and international customers by building on our long history of product innovation and manufacturing excellence. As we work to meet our immediate resource needs, the following employment opportunity is available with our Windsor, Ontario based Engineering Team.

### RESPONSIBILITIES:

- Identify new cost reduction initiatives.
- Negotiate with suppliers to maximize corporation's position on price, delivery, quality and commonality.
- Champion cost reduction initiatives with suppliers and L&P contingency department.
- Member of the Cost Reduction Committee and VA/VE, and L&P task team.
- Perform cost analysis considering both qualitative and quantitative data. Able to perform Make vs Buy independently.
- Assist in summarizing cost savings.
- Identify new areas to support communization of parts and consolidation of supply base.
- Provide accurate components costs to the quotation process for bill of material parts.
- Provide support to all departments.
- Able to develop strategies for commodities. Knowledge of at least two major commodities.
- Support implementation of business system as required.
- Assist in preparing annual budget for the department.
- Develop personal skills through education, training and development, to maintain professional qualification.
- Provide support to L&P Automotive Group.
- Participates actively in the requirement to retain ISO/TS16949/ISO14001 certification.
- Responsible for knowing and upholding the H&S Policy and for working in a safe manner and reporting all unsafe or unhealthy conditions or acts.
- Completes any other assignments, duties and projects that may be assigned.

### QUALIFICATIONS:

- University degree in business, engineering or supply chain management

- Minimum 5 years' experience in purchasing within an ISO/TS16949 manufacturing environment.
- SCMP/ CPP designation
- Able to read ASM drawings/prints
- Well-developed verbal and written communication skills
- Knowledge of Windows, Excel, Word, BPCS
- Leggett & Platt Automotive Group provides quality engineered products for every manufacturing need, including lumbar, suspension, and bolster systems; wire forms, mechanical control cables, welded seating components, tubular products, and seating motors and actuators. We value innovative and passionate people with a track record of success and offer competitive compensation, including a comprehensive benefits package and opportunities for professional development and career growth.
- Leggett & Platt Automotive Group is an Employment Equity employer. We take this opportunity to thank all candidates for applying however only those selected for an interview will be notified.
- Leggett & Platt is proud to provide employment accommodation during the recruitment process to applicants with disabilities, upon request. Should you require any accommodation, please contact Schukra of North America Human Resources.
- Job Type: Full-time

**Required education:**

- Diploma/Certificate

**Required experience:**

- Experience in purchasing within an ISO/TS16949 manufacturing environment: 5 years

**Required license or certification:**

- SCMP/ CPP designation

**LINK:**

<http://ca.indeed.com/cmp/SCHUKRA-OF-NORTH-AMERICA/jobs/Senior-Buyer-6494a4c78cee08b0?q=all>

**Registered Massage Therapist - Fresh Medical Spa - Windsor, ON**

We are looking to hire a registered massage therapist that is able to:

- Work in a team atmosphere
- Maintain a tidy and clean work environment at all times
- Monitor and adhere to scheduled appointment times
- Maintain a clean and professional appearance
- Perform hands-on massage treatments as scheduled

If you think you are a perfect fit, please send us your resume!

**Job Location:**

- Windsor, ON

**Required education:**

- Diploma/Certificate

**LINK:**

<http://ca.indeed.com/cmp/Fresh-Medical-Spa/jobs/Registered-Massage-Therapist-c8ff1fa314f4ea63?q=all>

**Marketing and Communication Coordinator - WFCU Credit Union - Windsor, ON**

WFCU Credit Union is recognized as one of the leading, progressive financial organizations in the City of Windsor and Essex County. Our team is comprised of individuals who are highly motivated, positive, goal driven and professional. If you are interested in joining an organization that values its members, employees and the communities that we serve then this is a great career opportunity for you! We are currently recruiting for a:

**MARKETING AND COMMUNICATION COORDINATOR**

- Using all forms of media and communication, you will collaborate with a strong marketing team to promote the WFCU Credit Union brand and products. Specifically, you will be responsible for developing innovative and engaging content across print and digital channels consisting of social media profiles, blog posts, media releases, newsletters and informational material. Additional responsibilities include expanding our digital presence; designing, maintaining and modifying our websites; and assisting with

other creative marketing and communication activities.

- A degree or diploma in a related field is required. Excellent oral and written communication skills coupled with strong attention to detail are essential. Expert knowledge of digital and social media technology and proficiency in MS Office and Mac platforms, search engine optimization, blogging platforms and website coding is required. Experience with Google Analytics is considered an asset. The successful candidate must be able to work in a fast paced in a deadline driven environment. A minimum of two years' experience in a related field is necessary.
- If you are interested in pursuing this opportunity with an innovative and growing organization, we want to hear from you! We appreciate the interest of all applicants, however only those candidates selected for an interview will be contacted.

**Deliver, mail or email your resume to the attention of:**

Celesta Gaba

Human Resources Coordinator

WFCU Credit Union

3000 Marentette Avenue, Windsor, Ontario

N8X 4G2

[careers@wfcu.ca](mailto:careers@wfcu.ca)

- WFCU Credit Union will accommodate the needs of candidates with disabilities through our recruitment process as we are made aware of these requests. The accommodation will be based on the individual needs of the job candidate.
- Job Type: Full-time

**Required education:**

- Diploma/Certificate

**Required experience:**

- Blogging Platforms: 2 years
- Search Engine Optimization: 2 years
- Microsoft Office: 2 years
- Mac Platforms: 2 years

**LINK:**

<http://ca.indeed.com/cmp/Windsor-Family-Credit-Union/jobs/Marketing-Communication-Coordinator-5248ca7162b034f7?q=all>

**Millwright - Cascades - Windsor, ON**

NORAMPAC – ETOBICOKE

Norampac, a division of Cascades Canada ULC, owns six containerboard mills and nineteen corrugated products plants in the United States and Canada. Norampac is the largest containerboard producer in Canada and is also a major Canadian manufacturer of corrugated products.

**Reporting to the Maintenance Supervisor, you will have the following responsibilities:**

- Maintenance and repair of corrugating equipment/machinery;
- Preventive maintenance and machine improvement;
- Special projects and retrofits;
- Rotating shift schedule;
- Pipe fitting, welding, lubrication and documentation through work order system;
- Other duties and responsibilities as assigned.

**YOUR QUALIFICATIONS:**

- Industrial Maintenance Mechanic Millwright Certificate;
- Experience in manufacturing industry (corrugated manufacturing experience an asset but not mandatory);
- Basic electrical knowledge;
- Good understanding of Occupational Health & Safety regulations;
- Ability to work both safely and efficiently;
- Hardworking, diligent and punctual;



- Comfortable working in teams and independently.
- Job Type: Full-time

**Required education:**

- High school or equivalent

**LINK:**

<http://ca.indeed.com/cmp/Cascades/jobs/Millwright-b89684b926446d7e?q=all>

**Industrial Painter - Eagle Press & Equipment - Windsor, ON**

**Position Summary**

- Surface preparation – clean, sand, degrease, de-burr, masking, primer application and working with purchasing to secure materials
- Paint preparations – mixing, matching, storage and disposal
- Paint application – roll, brush, spray various surfaces

**Responsibilities**

- Organization and maintenance of all tools in tool crib and plant
- Ensure no walkways are cluttered or have trip hazards

**Aiding the assembly team on:**

- Painting
- Deburring
  - Aiding the assembly team, when required, during set-ups
  - Timely completion of daily Job Sheets
  - Crane, Forklift and aerial platform operation and material handling
  - Helping with assembly
- Daily housekeeping and maintaining equipment and surrounding work area;
- Uphold all health & safety rules and regulations per Eagle’s Health & Safety Manual and Ontario’s Occupational

**Health & Safety Act;**

- Uphold all Eagle employment standards, policies and procedures;
- Work in an organizational manner, documenting work performed in Job Sheets and submitting job sheets to reporting manager on a weekly basis;
- Prompt and regular attendance and working all assigned hours;
  - Perform any other duties, as required.
  - Job Type: Full-time

**Required education:**

- High school or equivalent

**Required experience:**

- Industrial Painting: 3 years

**LINK:**

<http://ca.indeed.com/cmp/Eagle-Press-&-Equipment/jobs/Industrial-Painter-206fe2d70424ee61?q=all>

**Sales Associates - (9.8) – Leons**

**Job Description**

- LOOKING FOR AN AMAZING CAREER OPPORTUNITY?
- WITH CANADA’S MOST SUCCESSFUL HOME FURNISHINGS RETAILER, THERE’S NO LIMIT TO WHERE YOU CAN GO!
- Many of our most successful associates joined Leon’s in entry level positions and with hard work, determination and desire they were able to grow and achieve a level of success beyond their imaginations. These success stories are our greatest achievement. Let our story be your story. Whatever the position, Leon’s can open the door to a bright and exciting future for you. You bring the can-do attitude and we will provide the tools for your success. Join us today!

**LEON’S IS CURRENTLY HIRING FULL-TIME SALES PROFESSIONALS**

- Leon’s is currently looking for self-motivated sales professionals who are enthusiastic and driven towards success. The ideal candidates understand the importance of customer service and enhancing the overall

customer experience. Being a sales associate at Leon's Furniture means you are the catalyst of the business; selling quality merchandise and helping our valued customers turn their dream homes into reality. Our sales associates are regarded amongst the best in the industry because of their professionalism, integrity, product knowledge and commitment to providing our customers with the ultimate buying experience. As a member of our team, you will help customers with their purchases and answer any questions they may have, as well as provide support and assistance to your colleagues. This collaborative approach to our business ensures a helpful, positive environment for all and maintains the high standard of customer service excellence that has made Leon's the envy of our competitors for over a century.

#### **Why Leon's?**

- Industry leading training program for all of our sales professionals
- Build expertise through continuous training and development to ensure your success
- Unlimited earning potential
- A generous employee discount program
- Development and career advancement opportunities
- Comprehensive benefits package that includes health and dental coverage

#### **What are we looking for?**

- Your outstanding communication and interpersonal skills
- Your openness, approachability and sincerity
- Your enthusiasm and passion for assisting customers and helping to understand their unique needs
- Your integrity and drive to succeed
- Your passion for continuous learning and self development

#### **Job Requirements**

- Category Sales
- Career Level Entry Level
- Education Required Some High School Completed
- Travel Required No travel

#### **LINK:**

<https://leons.mua.hrdepartment.com/hr/ats/Posting/view/6839>

#### **Sales Representative - Windsor Mazda Dealership**

- We are looking for Retail sales representatives for our growing Windsor Mazda Dealership.
- If you are good at sales and are interested in earning above average income please contact us.
- The work involves car sales, automotive finance, auto warranty sales, sales of insurance products, other aftermarket products, and customer interaction.

#### **We offer:**

- Top commission rates and attractive uncapped performance bonus package
- Growth potential
- Highest quality sales leads
- Qualified and motivated support team
- Access to major Prime and Subprime Lenders
- Friendly working environment
- Large vehicle inventory, indoor air conditioned/heated showroom

#### **LINK:**

<http://www.rafihautogroup.com/employment/index.htm>

#### **Electrical Designer/Drafter – Dillon Consultant**

- Dillon is a well-established, employee-owned professional consulting firm operating across Canada and internationally. We offer a wide range of consulting and design services related to facilities, the environment, community development and infrastructure.

- We are currently seeking candidates for the position of Electrical Designer/Drafter in our Windsor or London office.

#### **Responsibilities**

- Assistance to project managers with design and drafting support for multi-disciplinary projects
- Coordination of electrical inspections during construction
- Commissioning of on-site systems
- Assistance with the preparation of reports and project memos
- Business travel upon request

#### **Qualifications**

- An electrical technician/technologist diploma
- Registration as a certified Technician or Technologist in the province of Ontario or eligible to be certified within six months
- Two to five years' work experience, however new graduates will be considered

#### **Experience**

- Working knowledge of AutoCAD 2014 and/or Civil 3D
- Working knowledge of Revit as a Building Information Management (BIM) design tool
- Strong organizational and interpersonal skills

#### **LINK:**

<http://www.dillon.ca/careers/career-opportunities/details/electrical-designer-drafter>

#### **PT Administrative Assistant – WSP**

- Primary Location: Windsor (Provincial Road)
- Job Type: Permanent - PT
- Reference #: WSP - ON (EN)
- # of openings: 1

#### **Description**

- WINDSOR
- WSP is one of the world's leading professional engineering services firms. Every day our more than 34,000 experts work to restore the natural environment and transform the built environment.
- In Canada, our 8000+ people are involved in everything from environmental remediation to urban planning, from engineering iconic buildings to designing sustainable transport networks, from finding new ways to extract essential resources to developing renewable power sources for the future.
- The excellence we bring to our work and to our workplace has been recognized far and wide. We're a Forbes Top Employer in Canada, one of the Top 100 Sustainable Companies in the World (and among the Top 10 in Canada), and we earned Platinum Elite Recognition through our participation in more than half of Canada's Top 100 Infrastructure Projects.
- At WSP, we're proud, professional and passionate people. Join us.

#### **POSITION DESCRIPTION**

- WSP is currently seeking an Administrative Assistant to join our Environmental department, located at our Windsor operations. Reporting to the Operations Manager, the person will work on a part-time basis to assist with administrative duties in the office two and a half (2.5) days per week. Previous experience in a professional services or engineering consulting/construction environment would be an asset.

#### **RESPONSIBILITIES**

- Organize and manage filing system for the group in terms of tracking all proposals, responses, new opportunities, feedback and status;
- Manage process end-to-end in terms of initiation to archive of information;
- Use Vision to open and track opportunities and advise Project Managers and Engineers as required;
- Process new client information and project proposals, as well as ensuring all budget documents have been approved and signed;
- Assist Project Managers with budgeting and invoicing;

- Ensure accuracy of file numbers, project numbers in the system;
- Ensure appropriate documentation has been signed;
- Create files for Project Managers;
- Process reports related to projects and business development as needed;
- Billing duties as needed;
- Other duties as assigned.

#### **QUALIFICATIONS**

- Diploma or degree in administration, marketing, finance, or other related discipline;
- 3+ years of experience working in an administrative capacity; preferably in an engineering or construction firm;
- Demonstrated ability to manage multiple priorities and dedication to customer service;
- Functional competencies in office automation in the field of engineering consulting will be considered an asset;
- Proficient on computer software applications (Word, Excel, PowerPoint), competencies in Filemaker and Adobe Acrobat will be considered an asset;
- Good initiative, attention to detail;
- Ability to work in a team environment;
- Excellent verbal and written communication skills;
- Offers of employment for safety-sensitive positions involving fieldwork are contingent upon candidates being able to perform key physical tasks of the job as described in the job posting and interview. This may include the ability to work in a variety of environmental conditions, such as remote or isolated areas, working alone, and in inclement weather (within safe and reasonable limits).
- To learn more about our firm and the projects we have been involved in, please visit our World of Possibilities website listed below.
- WSP welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.
- WSP is committed to the principles of employment equity. Only the candidates selected will be contacted.

#### **LINK:**

<http://chj.tbe.taleo.net/chj05/ats/careers/requisition.jsp?org=MMM&cws=51&rid=4659>

#### **Production Supervisor – Accucaps Industries Inc.**

##### **Tracking Code**

W161122

##### **Job Description**

##### **Position Description:**

Reporting to the Production Manager, the Production Supervisor is responsible for assisting the manager in leading and coaching the shop floor production team in order to safely produce quality product in accordance to established criteria. The incumbent will supervise the production team while empowering work teams to work at their capability level.

##### **Duties and Responsibilities:**

- Meet daily production objectives and manage each shift with respect to production efficiencies, effectively utilizing corporate resources, labor, equipment and materials
- Supervise a team of hourly employees involving a high level of engagement with team members
- Meet daily and long-term safety, quality, efficiency, uptime, cost, and Quality Control objectives
- Ensure regulatory compliance with respect to GMP and ensure compliance with respect to companies SOP's (Standard Operation Procedures)
- Ensure the implementation of quality procedures, health and safety initiatives and promote productivity improvements
- Assist in trouble shooting/investigations to address off-standard results
- Maintain safety, health and environmental procedures. Identify, investigate, correct and document potential environmental and safety problems. Utilize Risk Assessment strategies as appropriate to drive continuous improvement in safety
- Resolve work problems and recommend measures to improve productivity and product quality

- Schedule resources including manpower, machinery and materials to meet or exceed budget requirements
- Must be able to work extended hours, weekends as needed, especially when problems occur or when deadlines must be met
- Perform other duties as required.

**Qualifications:**

- Bachelor’s Degree in Life Sciences (Chem., Biology) or related field preferred.
- Minimum 3-5 years of experience in operations management or related field.
- Experience working in a manufacturing, pharmaceutical and/or GMP facility an asset.
- Demonstrated knowledge of pharmaceutical or food manufacturing processes.
- Strong technical/engineering background.
- Strong computer skills including Microsoft Office Suite (Outlook, Excel, Access, Word).
- Demonstrated ability to lead high performing work teams.
- Excellent interpersonal skills and organizational skills.
- Strong problem solving and analytical skills.
- Knowledge of automation systems an asset.

**Direct Reports:**

- Hourly Production employees
- Lead Hands

**Availability of Accommodations:**

Accommodations are available for applicants with disabilities throughout the recruitment process. If you are selected for an interview and require accommodations for interviews or other meetings, please advise your Human Resources point of contact or email [accommodations@accucaps.com](mailto:accommodations@accucaps.com)

**Job Location**

Windsor, Ontario, Canada

**Position Type**

Full-Time/Regular

**LINK:**

[https://accucaps-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=479&source=ONLINE&JobOwner=992394&company\\_id=30011&version=1&byBusinessUnit=&bycountry=&bystate=&byRegion=&bylocation=&keywords=&byCat=&proximityCountry=&postalCode=&radiusDistance=&isKilometers=&tosearch=no&city=](https://accucaps-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=479&source=ONLINE&JobOwner=992394&company_id=30011&version=1&byBusinessUnit=&bycountry=&bystate=&byRegion=&bylocation=&keywords=&byCat=&proximityCountry=&postalCode=&radiusDistance=&isKilometers=&tosearch=no&city=)

**Production Administrator – Sunset Produce**

- Requisition Number - 0161
- Post Date - 11/22/2016
- Title - Production Administrator
- City - Kingsville
- State - ON

**Description Primary Function:**

- The essential function of this position is to lead a production line to attain the goals set forth for the shift. This individual is responsible for a wide variety of duties including but not limited to this job description.

**Primary Responsibilities:**

- Safety
- Quality – help ensure production quality meets customer spec
- Enforce company policies(no disciplinary action)
- o Communicate issues to supervisor and area manager
- Create NAV runs and order labels as necessary, according to changeover procedure
- o Input and output product in NAV
- o Order and pick up labels from label room, take to supervisor for sign off
- o Clear old labels off line
- o Print pallet tags, take to supervisor for sign off

- o Make DC tags
  - Verify allocations are correct as per the master schedule
- o Verify incoming PO, country of origin, date, size/count
- o Inform supervisor of problems
  - Communicate with hi-lo driver
- o Production materials (#2/#3 product)
  - Count grade out
  - Complete required forms (grade out forms, etc.)
  - Work with line leads to coordinate changeovers
  - Attend any necessary meetings

**Position Requirements:**

- Computer and data entry experience preferred
- Proficiency in use of English language with the ability to communicate effectively and professionally, present information and direction, and field questions from managers, employees and external contacts.
- Strong organizational, analytical and problem solving skills.
- Demonstrated problem solving and attention to detail.

**Working Conditions:**

- Environment includes an expansive refrigerated warehouse, where the temperature averages 50 degrees Fahrenheit. The background noise approaches 70 dcbs.
- Capable of lifting at least 10 lbs
- Position requires sitting, standing, walking and bending on a regular basis
- Must have manual dexterity to perform computer skills
  - Please note: Mastronardi Produce has accommodation processes and policies in place and provides accommodation for employees with disabilities. If you require a specific accommodation because of a disability or documented medical need, please contact the Human Resource office so that arrangements can be made for the appropriate accommodation to be put into place.

**LINK:**

[https://rt11.ultipro.ca/MAS5000/JobBoard/JobDetails.aspx?\\_ID=%2A1646D8D3A866D397](https://rt11.ultipro.ca/MAS5000/JobBoard/JobDetails.aspx?_ID=%2A1646D8D3A866D397)

**Project Supervisor - Stratosphere Quality, LLC**

**Description:**

Project Supervisor

- Project Supervisors manage teams, develop detailed and documented work instructions, and train team members for inspection , sorting , containment and rework projects.
- Sorting and inspection work can include visual inspection, touch point inspection, or use of measuring equipment to determine conformity of a part. Rework projects eliminate known defects and include work such as deburring or replacing a component part.

**Duties and Responsibilities Include:**

- Responsible for ensuring all teams within assigned location(s) are operating according to standards and requirements including safety.
- Train and educate Team Leaders and Inspectors on proper procedures relevant to the project.
- Sort parts in order assess the process and provide necessary training and direction to team members as well as meet the location’s production requirements.
- Develop work instructions and confirm team conformance to the job set up and communicate any criteria changes to customer service department.
- Meet with customer contact at the beginning of each new project and continue to maintain and manage customer relationships.
- Report any non-conformances to the Quality Department and work to identify, investigate and correct any non-conformances.

**Requirements:**

- Adaptability and dependability are crucial to being successful as a Project Supervisor

- Qualified candidates will possess a valid driver's license as well as the ability to:
- Effectively use computer programs such as Excel and Outlook on a daily basis
- Travel on day and overnight trips.
- Work flexible hours on various shifts based on project and business demands.
- Perform on-call duties.

**Meet the following Physical Requirements:**

- Lift up to 25 lbs
- Stand for up to 12 hours
- Project Supervisor Qualifications:
- Associates degree or equivalent work experience
- 2+ years of supervisory / leadership experience
- Experience in dealing with business to business customer relations
- Experience leading a team and dealing with employee relations issues

**LINK:**

[https://www.hrapply.com/stratospherequality/AppJobView.jsp?link=3692&page=AppJobList.jsp&skimSessionName=co m.hrlogix.view.tags.bootstrap.table.JobListTable&skimName=requisition.requisition\\_id&skimNdx=2&op=reset](https://www.hrapply.com/stratospherequality/AppJobView.jsp?link=3692&page=AppJobList.jsp&skimSessionName=co m.hrlogix.view.tags.bootstrap.table.JobListTable&skimName=requisition.requisition_id&skimNdx=2&op=reset)

**FTTH Implementation Manager - BELL**

- Date: Nov 22, 2016
- Location: Windsor, ON, CA
- Req Id: 143674
- Bell is a truly Canadian company with over 136 years of success. We are defined by the passion of our team members and their belief in our company's vast potential.
- To ensure we continue to be recognized as Canada's leading communications company, we're committed to finding and developing the next generation of leaders. This means creating best-in-class career and development opportunities for our employees.
- If you're passionate, driven and find yourself seeking interesting work, new challenges and continuous learning opportunities, then we want you to join our team.
- Our Network team plans, designs, builds and operates Bell's multi-billion dollar networks, including the continued expansion of our fibre optic network, HSPA+ and LTE — Canada's largest and fastest wireless network.
- The service we provide is the foundation of Bell's competitive advantage and a critical step towards achieving Bell's goal to be recognized by customers as Canada's leading communications company.

**Key Responsibilities:**

- Design access network facilities in a timely fashion to meet customer service dates
- Track and manage exchange growth and development
- Provide regular updates and status reports
- Participate in the development of new processes and improvements to existing ones
- Able to deal with multiple implementation projects simultaneously
- Drive to and work in the field, in all types of weather
- Monitor and manage network facilities using various computer based programs ex NetworkX, SAP, HSM, IPAIRS, Network Request etc
- Coach and develop a dedicated staff
- Interface and negotiate with municipalities, utilities, builders, building managers, and current and potential Bell customers

**Critical Competencies:**

- University degree / College Diploma in management, finance, electrical engineering, civil engineering or equivalent
- Knowledge of the access network architecture and telecom technologies
- Strong knowledge of Project Management Principles

- Ability to correlate multiple projects for successful program delivery
- Fully versed in all office applications (Outlook, Word, Excel, PowerPoint) with advanced knowledge of Excel and PowerPoint
- Gifted thinker who is extremely resourceful and can learn new technologies on the fly, driven and proactive
- Strong interpersonal, oral and written communication skills, at the same time fun and possess a good sense of humour
- Team player who always put the interest of the team above all other priorities
- Strong aptitude to recognize opportunities for improvement in day-to-day work and take appropriate actions
- Excellent analytical, problem solving and decision making skills with a strong attention to detail
- Strong time management skills and work ethic (highly motivated) to manage multiple projects/accountabilities

**Preferred Competencies:**

- Knowledge/experience of Access Network Provisioning an asset
- Knowledge of outside plant installation, maintenance or construction
- Knowledge of other Bell Canada systems-SAP, NETX
- \*BCE:WKP #Feature \*LI-VL
- Bilingualism is an asset (English and French)

**Additional Information:**

- Position Type: Management
- Job Location: Canada : Ontario : Windsor
- Application Deadline: 2016-11-25
- Please apply directly online to be considered for this role. Applications through email will not be accepted.
- Bell is committed to fostering an inclusive, equitable, and accessible environment where all employees and customers feel valued, respected, and supported. We are dedicated to building a workforce that reflects the diversity of the communities in which we live and serve, and where every team member has the opportunity to reach their full potential.
- Created: Canada, ON, Windsor

**LINK:**

<https://jobs.bce.ca/job/Windsor-FTTH-Implementation-Manager-ON/362585400/>

**Production Associate - Schukra Of North America - Windsor, ON**

\$15.15 an hour

**Due to increased work, Schukra is hiring more manpower. The responsibilities for the position are as follows:**

- Operates/monitors the assigned equipment at the workstation as prescribed by the “work instructions”; rotates between stations as directed.
- Efficiently and consistently produces product to quality specifications at stated production rates.
- Identifies the correct work pieces, components and raw materials prior to and during assembly.
- Reports quality and safety issues to Supervisor.
- Performs housekeeping of the work facility and line that they are working on.
- Accurately completes time card on a daily basis and other production related paperwork as required.
- Participates actively in the requirement to retain ISO/TS16949/ISO14001 certification.
- Responsible for knowing and upholding the H&S Policy and for working in a safe manner and reporting all unsafe or unhealthy conditions or acts.
- Complies with Schukra’s 5S standards and procedures.
- Schukra offers a competitive hourly wage rate with an increase after six months as well as a comprehensive benefits package. We are looking for candidates for afternoon and midnight shifts. Schukra is proud to provide employment accommodation during the recruitment process to applicants with disabilities, upon request. Should you require any accommodation, please contact Schukra Human Resources.
- Job Type: Full-time
- Salary: \$15.15 /hour



**Required education:**

- High school or equivalent

**Required experience:**

- Manufacturing Environment: 1 year

**LINK:**

[http://ca.indeed.com/viewjob?jk=6aed5135dfc3f7d7&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=6aed5135dfc3f7d7&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Afternoon & Midnight Dispatcher - GT Transport - Windsor, ON**

- Responsibilities: Track and trace shipments as required Communicate with drivers to ensure all pick ups and deliveries are completed Quickly resolve any issues or problems causing delays Respond to all inquiries in a timely manner Maintain and increase service levels Process customs documents using multiple methods (PAPS, PARS, ACI, ACE, FAST...)Other duties as assigned by Manager
- Requirements: Strong communication skills Ability to multi-task and strong problem solving skills Exhibit a sense of urgency and be able to demonstrate the ability to solve problems in a fast paced environment Ability to present themselves in a professional manner
- Job Type: Full-time

**Job Location:**

- Windsor, ON

**Required education:**

- High school or equivalent

**LINK:**

[http://ca.indeed.com/viewjob?jk=9f27797223952b9a&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=9f27797223952b9a&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Collections Specialist - Aarons ULC - Windsor, ON**

\$12.50 - \$14.00 an hour

CUSTOMER ACCOUNTS MANAGER

**Aspirational Statement**

- Aaron's has a long legacy as an industry leader, with continued growth regardless of the economy. In business since 1955, we have grown to over 2,000 stores across North America built on a foundation of excellence, customer focus, quality products and services. Personally and professionally, we hold ourselves to high standards and an unwavering commitment to do what's right; treating every individual with respect, compassion and integrity. We are highly invested in the communities we serve through our community outreach programs, donating time, products and services locally and nationally.
- As a potential Aaron's Associate, you'll share our purpose and passion for making a real difference in the lives of others and the rewards that come from creating strong personal connections for life. You'll be a contributing team member in an environment that embraces challenge and has a strong drive to achieve. We like to set the bar high, roll up our sleeves and work together to out-perform the competition. You'll have an opportunity to work in an environment which prides itself on recognizing and rewarding top performers.

**Description**

- Aaron's sales and lease is hiring for a Manager Trainee for their [Cambridge]! Aaron's provides a fun and positive environment for our associates and a place where building relationships with our customers is key! As a Customer Accounts Assistant, you will have the opportunity to learn the various facets of our business to help build a foundation for a career at Aaron's! In addition to supporting the overall needs of the store by assisting other associates, you will be primarily responsible for assisting the Customer Accounts Department with lease agreement renewals. At Aaron's you are making a difference – your dedicated attention to each customer helps bring them closer to their goal of ownership. Come see why the difference is personal at Aaron's, connect with us today!

**Job Duties**

### **Collect Revenues and Protect Company Assets**

- \* Act as a customer counselor by discussing benefits of timely lease agreement renewal payments
- \* Contact customers directly who have not paid their Lease agreement(s)

### **Customer Care**

- \* Contact customers over the phone and through field visits
- \* Maintain and update customer database
- \* Assist with merchandise returns and customer deliveries as needed

### **Additional Duties**

- \* Clean and certify returned merchandise in the Quality Assurance Center
- \* Assist in the Field where necessary
- \* Assist in deliveries if needed
- \* Assist on sales floor if needed

### **Position Requirements**

- Good communication and interpersonal relationship skills
- Position routinely requires lifting, loading, and “dollying” heavy merchandise
- Strong telephone etiquette
- Good organizational skills
- Maintain professional appearance
- Good driving skills with the ability to legally drive the Company Truck
- As a Delivery Driver at Aaron’s, you will have access to a comprehensive benefits package that includes:
- All Manager Trainees must have a valid Driver’s and comply with the Aaron’s Driver Qualification Policy. A job performance reference check is also required.
- Wages vary between \$12.50 to \$14 per hour depending on experience.
- Job Type: Full-time

### **Required education:**

High school or equivalent

### **Required experience:**

Customer Service: 3 years

Collections: 3 years

### **Required license or certification:**

Drivers License G

### **LINK:**

[http://ca.indeed.com/viewjob?jk=572ef3c235b76abe&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=572ef3c235b76abe&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

### **Maintenance Planner/Scheduler – Morton Salt**

- Eastern Standard Time
- Req - ID 2016-1398
- # of Positions 1
- Job Locations - CA-ON-Windsor
- Job Post Information\* : Posted Date 11/22/2016
- Posting Category - Manufacturing

### **Overview:**

- The Planner/Scheduler supports the function of the plant maintenance group through planning, scheduling, ensuring part(s) availability, developing job plans, review of Preventative Maintenance (PM) process, evaluating data and participating in Root Cause Analysis. The use of SAP is integral to the success of the position.

### **Responsibilities:**

- Health and Safety: Utilizing IRS principles ensure that legislation and Company rules/regulations are built in and followed in all assignments and responsibilities, including work planning and scheduling.

### **Providing Technical Expertise: the incumbent will be accountable to**

- ensure that all activities in the department are prioritized on a daily and weekly time-line.

- develop, manage, and communicate the weekly maintenance work schedule, forecasting special maintenance requirements in the short, medium and long term horizon and reliability programs.
  - attends meetings with the production planning department to facilitate maintenance and production needs.
  - ensure all necessary information reside in and is disseminated from SAP and the proper parts have been procured for maintenance requirements
- Employee Management: Schedule of and account for the time of all mechanics and ensuring a balanced work scheduled. Ensure execution of requirements through planning, communication, monitoring, and appraising job results.
- Administrative: These responsibilities the maintenance of all necessary files and systems as required for the effective and efficient performance of the function.

**EDUCATION:**

- College diploma, engineering degree preferred

**EXPERIENCE:**

- A minimum of 3 years' experience in the planning/scheduling of plant maintenance utilizing a CMMS.

**LINK:**

<https://canadacareers-mortonsalt.icims.com/jobs/1398/maintenance-planner-scheduler/job?sid=288&mobile=false&width=1080&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

**General Labourer - Hotte Marine Contracting Ltd. - Windsor, ON**

- Looking for a general labourer to assist carpenters & weldings in the installation of
- docks, boatlifts & steel walls where needed. Must like to work outside year around.
- Must have own transportation and work boots.
- Job Type: Full-time

**Required license or certification:**

- Driver's Licence

**LINK:**

[http://ca.indeed.com/viewjob?jk=9e105e5dafb9719b&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=9e105e5dafb9719b&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**HR/Administration Coordinator - Holiday Inn & Suites Ambassador Bridge (Windsor) - Windsor, ON**

The **Holiday Inn Hotel & Suites Ambassador Bridge (Windsor)** is accepting applications for an **HR & Administration Coordinator**.

**Address:** 1855 Huron Church Road, Windsor, ON

Under the direction of the General Manager, the **HR & Administration Coordinator** processes activities relating to human resources, sales and administration for the Hotel.

**Human Resources:**

- Coordinates the day to day administration of the Hotel Human Resources function.
- Coordinates the recruitment and selection process, along with the GM/Department Managers
- Conducts new employee orientation to familiarize employees with legal, Company, hotel and brand requirements. Ensures accurate completion of new hire paperwork.
- Assess training needs and applies/delivers and monitors training programs and ensures that all training requirements of the Hotel are current
- Ensures effective employee communications and employee relations are maintained; nurtures a positive workplace environment
- Maintains accurate and up-to-date employee files.
- Coordinates the administration of compensation and benefit programs to include wage and benefit surveys, benefits enrollment and communication, personnel action forms, and payroll changes.
- Works with the General Manager in providing direction, coaching and counseling on Human Resources issues such as performance management and employee relations
- Communicates, interprets and implements company policies and procedures, ensures consistency in application and compliance with company policies, government laws and regulations (i.e. Health and

Safety, ESA, Human Rights).

- Coordinates the processing of appropriate worker's compensation, work related injury, disability management and unemployment claims to ensure proper completion of required paperwork; monitors costs, ensures participation in and mediates the ESRTW process to minimize potential costs.
- Lead the Hotel Social Committee
- Participates as a management member of the JHSC and ensure related responsibilities are completed.
- Assist the various departments in health & safety campaigns and other administrative activities, including the dissemination of safety and accident prevention training materials and related information

#### **Administration:**

- Provide superior administrative support to the GM, demonstrating high initiative and proactive behavior in all aspects of the role
- Prepares and composes correspondence, memorandums, presentation materials, and reports.
- Monitor, respond to and distribute incoming mail.
- Set up, record, transcribe and distribute meeting minutes
- Executes clerical and reception duties as required including Service Recovery, Priority Club follow up letters and welcome letters.
- Assists and supports the GM/Sales Team with any initiatives required to ensure the ongoing success of the hotel.
- Assists other office staff during periods of absence and down time.
- Responds quickly to guest requests in a friendly manner. Follows up to ensure guest satisfaction.
- Supports sales/catering strategies by processing direct mail campaigns, sales kit preparation, lobby display and brochure rack updating.
- Participates in monthly sales and catering strategy sessions by providing input, taking minutes, updating action plans and distributing.

#### **Skills and Qualifications**

- Post Secondary education in HR or Business Administration; CHRP completed or in progress
- 1-2 years of related human resources experience across several HR functions (e.g. recruitment, benefits, payroll, H&S, etc.)
- Working knowledge of HR practices, employment legislation and the various aspects of the employee life cycle
- Strong PC skills (HRIS, Outlook, MS Office - Word, Excel, PowerPoint)
- Strong organizational and time management capabilities to manage multiple projects with the ability to multi task and prioritize effectively
- Demonstrated ability to build and maintain effective work partnerships
- Ability to apply sound judgment to a variety of situations demonstrating tact, diplomacy and confidentiality
- Demonstrates a high degree of initiative and problem solving with keen attention to detail and accuracy; superior customer service, communication and interpersonal skills required.
- Highly motivated to strive for excellent results including on-going improvements to work processes
- Positive attitude with the ability to work independently and in a team
- Excellent oral and written communication skills
- Detail oriented and works with a high degree of accuracy
- Highly organized and able to prioritize effectively to meet tight deadlines
- Must be self-directed and able to complete projects with limited supervision
- Maintains staff confidentiality
- Strong customer service and interpersonal skills
- Westmont Hospitality Group is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).
- In our commitment to provide a selection process and work environment that is inclusive and barrier free, accommodation will be provided in accordance with the Ontario Human Rights Code. Any special accommodation needs required in order to allow you to participate in the hiring and employment process to your full potential can be arranged in advance by contacting the Hiring Manager to arrange reasonable

and appropriate accommodation.

- Job Type: Full-time

**Job Location:**

- Windsor, ON

**Required experience:**

- Administration: 1 year
- Human Resources: 1 year

**LINK:**

[http://ca.indeed.com/viewjob?jk=db07076ecf4c6f29&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=db07076ecf4c6f29&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Housekeeper – Windsor Regional Hospital**

**Job Summary**

- Reporting to the Housekeeping Supervisor or designate, the Housekeeper is responsible for performing a variety of tasks in the cleaning field, such as, washroom cleaning, hard and soft floor care, all types of housekeeping (patient rooms, office areas, and waste handling and disposal (pick-up, transport, compact, and package for off-site disposal). Other duties as assigned. The Housekeeper complies with Occupational Health and Safety Standards for the hospital and is proactive in promoting a safe work environment.

**Qualifications**

- Minimum Grade 12
- Ability to read, write and follow instructions and measurements in English
- High standards of sanitation and safety
- Reliable and responsible work standards
- Ability to work well with others and also with minimal supervision
- Ability to correctly operate (push, pull, grip) various types of industrial cleaning equipment
- Must be able to lift 50lbs. maximum, with frequent lifting and/or carrying of objects weighing up to 50 lbs. when handling supplies
- Must be able to stand/walk on hard floors for prolonged periods without causing undue strain
- Must be able to reach and bend in order to clean high and low surfaces
- Must be able to climb and balance on ladders in order to clean windows, vents, etc., and change curtains and drapes
- General good health and a level of fitness appropriate for the demands of the position
- Ability to work safely in accordance with all aspects of the Occupational Health & Safety Act
- Ability to work within a collaborative interdisciplinary team approach.
- WE ARE AN EQUAL OPPORTUNITY EMPLOYER
- We thank all applicants in advance for their interests, however only those under consideration will be contacted.

**LINK:**

[http://www.wrh.on.ca/Site\\_Published/wrh\\_internet/RichText.aspx?Body.QueryId.Id=75655&LeftNav.QueryId.Categories=190](http://www.wrh.on.ca/Site_Published/wrh_internet/RichText.aspx?Body.QueryId.Id=75655&LeftNav.QueryId.Categories=190)

**Retail Server – Windsor Regional Hospital**

**Job Summary**

- Responsible for delivery of quality service to main lobby kiosk while maintaining the brand partner standards. Will be required to wear Retail Server classification uniform and will be working in a fast past environment, severing coffee and cash handling.
- The Retail Server complies with the Occupational Health and Safety Standards for the hospital and is proactive in promoting a safe work environment.

**Qualifications**

- Ministry of Health Food Handling Certificate
- Grade XII, or equivalent

- Previous cafeteria/Tim Horton's experience an asset
- Ability to manage cash register and end of shift cash outs – Math skills required
- Excellent inter-personal and communication skills
- Ability to perform duties in a customer focused environment
- Ability to work within a collaborative team environment
- Ability to work safely in accordance with all aspects of the Occupational Health & Safety Act
- High standards of sanitation and safety
- Demonstrates mature, professional and responsible attitude
- General good health and a level of fitness appropriate to the demands of the position
- WE ARE AN EQUAL OPPORTUNITY EMPLOYER
- We thank all applicants in advance for their interests, however only those under consideration will be contacted.

**LINK:**

[http://www.wrhone.ca/Site\\_Published/wrhone\\_internet/RichText.aspx?Body.QueryId.Id=75642&LeftNav.QueryId.Categories=190](http://www.wrhone.ca/Site_Published/wrhone_internet/RichText.aspx?Body.QueryId.Id=75642&LeftNav.QueryId.Categories=190)

**Cabinet Installer - Cabinetry / Trim / Mouldings - Windmill Cabinet Shop Ltd. - Windsor, ON**

\$30 an hour

**Installation Technician – Cabinetry/Trim/Mouldings**

**\*\*Looking for Self-Employed Contractor\*\***

**Qualifications Needed:**

- Experience in Cabinet installation
- Experience in Trim and Moulding installation
- Able to lift and load heavy objects
- Strong Communication Skills, proficient in English
- Team Player
- Available to work up to 48 hours/week
- Able to work on a Construction Job Site and in a Manufacturing Plant environment
- Able to provide WSIB clearance as a sub-contractor

**Responsibilities:**

- Complete all aspects of Cabinet installation for a complete project
- Demonstrate initiative to complete tasks on your own with the support of our Installation and Service Department
- Interact with Customers and Clients during installation

**Become part of our growing Team where we Manufacture and Build High Quality Cabinetry and Custom Millwork using the latest Technologies and Trends since 1976.**

- Please attach Resume to your reply. Pay is highly competitive and based on piece-work platform.
- Job Type: Full-time
- Salary: \$30.00 /hour

**Job Location:**

- Windsor, ON

**Required education:**

- Diploma/Certificate

**Required experience:**

- Installation: 3 years

**LINK:**

[http://ca.indeed.com/viewjob?jk=2fa46240305d72c9&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=2fa46240305d72c9&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

## **Financial Services Manager - Audi Windsor - Leavens Automotive Group - Windsor, ON**

Commission

**We are currently seeking a Financial Services Manager for our brand new Audi dealership opening in Jan 2017!**

### **Job Purpose:**

- Oversees all aspects of financing and leasing. Assists Sales Team in all areas of financing, keeping them advised of the status of contracts.
- Supports Sales Team by providing them with instruction and skill-building in areas of financing so they may properly qualify clients.
- Supervises the finance and lease portfolio and, in conjunction with the Sales Manager, ensures proper follow-up with leasing clients.
- Maintains primary contact with financing and leasing sources and ensures that the preparations for finance and lease contracts are error-free

### **Primary Responsibilities:**

- Thoroughly understand Audi Financial Services programs as well as competitive finance sourcing options. Communicate to Sales Team all relevant information about programs, manufacturers and financial sources, using finance and insurance tools as needed, ensuring that Sales Team may present clients with the best buying or leasing choices.
- Maintain an in-depth understanding of available sources of pre-owned financing. Tailor the financing package to the needs of the client. Explain the package to the client.
- Review contracts for possible errors, ensuring that all paperwork is properly submitted to Financial Services and that contract approval is received as expeditiously as possible.
- Report the approval status of client contracts to the respective Sales Team. Provide follow-up with license plate and vehicle registration information to the Sales Team.
- Work with marginal credit cases as well as pre-owned leasing and business leasing clients, making every effort to ensure client satisfaction.
- Manage the off-lease portfolio, ensuring that Sales Team provide appropriate follow-up with leasing clients.
- Understand and comply with federal, provincial, and local regulations that affect the new- and used-vehicle sales. Process all federal, state and dealer paperwork related to vehicle transactions.
- Seek new lending institutions to secure competitive interest rates and finance programs. Manage the alternative finance source program to ensure that several sources are available.
- Work with Sales Managers to secure a reasonable profit from every sale. Coordinate finance forecasting with sales department forecasting to achieve desired levels of penetration and income.

### **Position Requirements:**

#### **Skills - Experience**

- Prior accounting, leasing, banking or financial sales experience
- Automotive sales experience preferred
- We are committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter (or email).
- Job Type: Commission

#### **Required experience:**

- Sales: 4 years
- Finance / Banking: 1 year

#### **Required license or certification:**

- OMVIC

#### **LINK:**

[http://ca.indeed.com/viewjob?jk=f8c388f4449c4c23&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=f8c388f4449c4c23&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

### **Automation Technician - AGS Automotive Systems**

- Provide support for semi-automated and fully automated systems.
- Effectively troubleshoot any PLC or electronic control-related issues within the facility.
- Experience with Allen Bradley/Rockwell programming (PLC & HMI) and robotic programming and teaching (ABB, Motoman and Fanuc) is considered an asset
- Provide input on equipment installation, total predictive/preventive maintenance and troubleshooting.
- Assist in driving yield improvement through effective planned maintenance and fast response to repair issues.
- Assist in Maintaining plant control systems by updating documentation and keeping current backups of all machine and robot related control systems.
- Assist in providing controls support and training for plant maintenance team.
- Liaison with engineering department on all equipment modifications.
- Assist in providing support for all departments when launching new programs.
- Maintain plant controls specification and parts list for new equipment entering the plant.
- Support in maintaining all equipment related software to ensure all revisions are current.
- \*\*\*An electrical background would be considered an asset\*\*
- Competitive salary and benefits package\*\*
- Job Type: Full-time

#### **LINK:**

[http://ca.indeed.com/viewjob?jk=d9de98a683b015ee&q=all&l=Windsor,+ON&tk=1b28lrr91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=d9de98a683b015ee&q=all&l=Windsor,+ON&tk=1b28lrr91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

### **Financial Literacy Educator and Coach - Credit Counselling Services of Southwestern On Inc. O/A Financial Fitness - Windsor, ON**

**In support of the mission of Financial Fitness, the Financial Literacy Educator and Coach will provide Financial Literacy instruction and coaching to program recipients of the Agency's Financial Literacy program. The successful incumbent will assist in the development of appropriate instructional material, deliver educational workshops throughout the community and provide individual coaching for workshop participants to identify and remove barriers to financial success.**

#### **The Job**

- Provide Financial Literacy workshops to organizations in our communities
- Provide individual coaching to participants of Financial Literacy programs
- Track success through evaluation of program participants
- Maintain case records according to OACCS standards
- Maintain stats, prepare reports for funders on outcomes of programs.

#### **Required Qualifications:**

- 3-5 years counselling/coaching/teaching experience
- Excellent public presentation skills
- Strong knowledge of personal finance
- Excellent oral and written communication skills
- Proficiency in Microsoft Word, Excel, PowerPoint
- Must have a vehicle and valid driver's license
- Certification as a financial counsellor and/or educator would be an asset.
- Fluency in both official languages would be an asset

#### **Working Conditions:**

- Non Profit Agency
- Flexible work hours including evenings and weekends
- Full time (35-40 hours per week)
- Benefits including mileage allowance
- Training and certification opportunities
- 3 year grant contract with potential for permanent work.



- Job Type: Full-time

**Job Location:**

- Windsor, ON

**Required education:**

- Bachelor's

**Required experience:**

- Social work, Teaching, finance: 3 years

**Required language:**

- French

**Required license or certification:**

- Driver's Licence

**LINK:**

[http://ca.indeed.com/viewjob?jk=f965408fd82e793a&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=f965408fd82e793a&q=all&l=Windsor,+ON&tk=1b28lrar91d8odk8&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Licensed Technician - Audi Windsor - Leavens Automotive Group - Windsor, ON**

We believe the success of any company is a direct result of its involvement in the community and by providing a welcoming work environment for its employees.

**PRIMARY RESPONSIBILITIES:**

- Perform vehicle maintenance and repairs for all makes and models (Audi experience is not required)
- Diagnose and perform repairs for all makes and models
- Qualify all vehicles for warranty coverage prior to performing warranty repairs
- Examine vehicles to determine if additional safety or service work is required
- Perform road tests using safe driving standards

**REQUIRED SKILLS AND EXPERIENCE:**

- Licenced Automotive Service Technician
- Attention to detail
- Good time management skills
- General Dealership experience

**WHAT WE OFFER:**

- Newly built, clean and modern facility
- Comfortable lunch room with TV and wi-fi
- Air Conditioned shop
- Long weekends off all summer!
- Efficiency Bonus - extra earning potential!
- Built in work benches - no need for your own tool box
- We also offer a great compensation package, and a Group Benefit program which includes Health & Dental, LTD, EAP Program, Employee "Perk" program, Trip Cancellation/Out of Province Insurance and Retirement Savings Plan!
- Please submit a resume via this advertisement. Leavens Automotive Group is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter (or email).
- Job Type: Full-time

**Required education:**

Diploma/Certificate

**Required experience:**

Licensed Automotive Technician: 1 year

**Required license or certification:**

310S

**LINK:**

<http://ca.indeed.com/cmp/Audi-Windsor---Leavens-Automotive-Group/jobs/Licensed-Technician-703693b486695635?q=all>

**ECE Teacher Part time - Anderdon Child Care Inc - Amherstburg, ON**

- \$14 an hour - Part-time
- ECE will work split shifts 15-25 hours per week. \$14 per hour. Responsible for large group, small group, record keeping, supervision, documentation and more.
- Must sing songs with children and read to children.

**Job Location:**

Amherstburg, ON

**Required education:**

Diploma/Certificate

**LINK:**

<http://ca.indeed.com/cmp/Anderdon-Child-Care-Inc/jobs/Ece-Teacher-Part-Time-4d58ee1dae5ad41f?q=all>

**Tagger - Armstrong Top Pack Ltd. - Leamington, ON**

\$12.75 an hour

- Armstrong Top Pack/Top Line Farms is one of Leamington's largest grower, importer, exporter and packer of greenhouse vegetables has an immediate opening for:
- Tagger
- Specific Skills: Inventory. Compile inventory reports. Reconcile calculated inventories with computer manuals counts of inventory items.
- Experience: Business Equipment and Computer Applications. Inventory control software.
- Other abilities: Perform routine clerical duties.
- Working conditions and physical abilities: Environment where activities take place at a rapid pace. Work under pressure. Attention to detail. Standing for a long time. Working cooperatively as part of a team, organized, attention to detail, assertiveness, good arithmetic, some problem solving. Training will be provided. 3 shifts, 6 days a week, overtime paid
- Job Type: Full-time
- Salary: \$12.75 /hour

**Required education:**

- High school or equivalent

**LINK:**

<http://ca.indeed.com/cmp/Armstrong-Top-Pack-Ltd./jobs/Tagger-e1761b11084a936f?q=all>

**Greenhouse Supervisor - NatureFresh Farms Inc. - Leamington, ON**

Nature Fresh Farms is a growing greenhouse company located in Leamington; looking to fill a Greenhouse Supervisor position.

Job Description: A Greenhouse Supervisor works with a team of individuals, including the Greenhouse Manager and Human Resources to ensure production and other processes run smoothly.

**Job Related Conditions**

- Winter temperatures are comfortable however please note that summer temperatures can be very hot and humid
- Walking, sitting and standing throughout the day
- Hours will fluctuate according to the ongoing needs of the business
- Working with minimal supervision during the day but also communicating with the greenhouse manager and HR as necessary
- Working with people of various cultures

**Job Responsibilities**

- Monitoring employee schedules and attendance

- Providing feedback, discipline and performance reviews as per company standards
- Ensuring quality standards are met at all times
- Full compliance with all Health & Safety policies and procedures
- Maintain cleanliness of work area
- Training employees on an ongoing basis

#### **Requirements**

- Experience is an asset but not a requirement
- Excellent communication skills
- Team player
- Attention to detail
- Ability to speak Spanish is an asset
- Safety shoes
- Available Monday-Saturday
- Pay rate depends upon experience.
- Job Type: Full-time

#### **Job Location:**

- Leamington, ON

#### **Required education:**

- High school or equivalent

#### **Required experience:**

- Management: 1 year

#### **LINK:**

<http://ca.indeed.com/cmp/Nature-Fresh-Farms-Inc./jobs/Greenhouse-Supervisor-659378c449f172ea?q=all>

#### **PT Cook- Chartwell Leamington Retirement Residence**

- Address: 1 Henry Avenue, Leamington, Ontario N8H 5P1
- Job Type: Part-Time
- Reference ID: 11142-15-104331
- Posted: 11/22/2016
- The Cook is responsible for producing meals for residents and guests using production checks and standardized recipes.

#### **The responsibilities of this position include but are not limited to:**

- Prepares meals for residents and guests ensuring dietary needs are met;
- Ensures residents are satisfied with the all aspects of food preparation and presentation;
- Provides direction and support to the food services staff;
- Participates as a member of the work team and provides support to the other members of the team;

#### **The ideal candidates will possess:**

- Previous experience in a volume food preparation environment in the Health Care or Hospitality industries;
- Preferred Red Seal or current equivalent qualifications as a Cook from a recognized cooking program;
- Food Safe Certificates I and II (Asset);
- First Aide Certification (Asset).
- Candidates are days, evenings, and weekends.
- To apply online, please complete the "Apply for this Job" form
- All applicants must be legally entitled to work in Canada. As a condition of employment, a Criminal Record Search, which may include a vulnerable sector screen, will be required.
- Chartwell Retirement Residences ("Chartwell") is an equal opportunity employer and welcomes applications from all interested parties. In accordance with Chartwell's Accessibility Policy, a request for accommodation will be accepted as part of Chartwell's hiring process.
- We thank all applicants for their interest however only those selected for further consideration will be contacted

**LINK:**

[http://chartwell.com/careers/job-opportunities?jid=104331&title=Cook&utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](http://chartwell.com/careers/job-opportunities?jid=104331&title=Cook&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

**Vegetable Grower – Amco Inc.**

- Location: Leamington, ON, Central Canada, Canada
- Company: Amco Inc.
- Industry Sector: Agribusiness
- Industry Type: Crop Production
- Career Type: Agronomist
- Job Type: Full Time
- Minimum Years Experience Required: 3
- Salary: \$70,000 - \$100,000

**Job Responsibilities**

- Supervise & control plant nutrition at all stages of crop growth.
- Develop & implement good practices to meet the requirement of the ESSAP.
- Responsible for irrigation management which includes collecting and assessing daily water sheets
- Responsible for submitting water samples, interpreting results and adjusting fertilizers accordingly
- Recommend corrective actions such as removal of plants or remedial treatments as appropriate.
- Ensure hydroponic growth and acceptable harvests have met or exceeded the company's goals and objectives.
- Ensure plant production has exceeded the most recent 3 years average gross pounds produced per viable producing plants grown.
- Evaluate new potential processes and/or new products to increase revenue or save operating costs
- Inspect assigned growing areas on daily basis to inspect crops, status of the plant product, possible challenges, and evaluate greenhouse environment & irrigation strategy.
- Responsible for monitoring that crop work is being completed in set time frames and done properly
- Coordinate with IPM team to ensure timely & effective biological or chemical treatment of pests & disease.
- Communicate with other departments to ensure timely & effective achievements in all greenhouse operations, including crop work, harvesting, & facility maintenance.
- Communicate with external partners to evaluate potential new growing procedures.
- Responsible for scheduling of crop work with Greenhouse Labour Supervisor.

**Requirements**

- Diploma in Agriculture is considered an asset
- 5-7 years of experience as a Grower or Grower Assistant.
- Intermediate skills in Ms. Office
- Knowledge of Priva is preferred.
- Excellent time management, leadership, decision making, and interpersonal skills.
- Pesticide License is an asset

**LINK:**

[http://www.agcareers.com/amco-inc/vegetable-grower-job-572045.cfm?utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](http://www.agcareers.com/amco-inc/vegetable-grower-job-572045.cfm?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

**Support Coordinator - YMCA of Greater Toronto (Windsor)**

- Related Job Categories - Community Outreach, Supervision / Team Leader
- Position Type - Seasonal
- Region - ON - Southwestern Ontario
- Location(s) - Windsor, London, Brantford
- Career level - Student
- Ad Online Since - 11/21/2016
- Application Deadline - 12/02/2016

**Support Coordinator**

- (Seasonal employment – Part Time from January - June, Full Time from June - August)
- Effective Date: Mid-January 2017
- Location: Summer Work Student Exchange Program, Western Ontario (London, Windsor, and Brantford)

**Why work for our Y?**

- YMCA of Greater Toronto aspires to be a great work place through an environment that embraces diversity and social inclusion, valuing differences and supporting full participation by all employees. The YMCA provides more than 5,000 employees with meaningful jobs and the opportunity to make a difference in the lives of individuals and the health of our communities. The YMCA works to build healthy communities. This is achieved through a shared culture and values. We recognize the contributions of our staff through innovative practices, great benefits and growth opportunities.

**Nature & Scope:**

- The YMCA Summer Work Student Exchange is a national exchange program offering opportunities for youth to improve their second official language skills (English/French) while gaining important employment experience. Participants, 16 and 17 years of age, travel to another community within Canada – where the other official language predominates – for 6 weeks during the summer. Youth are provided with a homestay and paid employment to deepen the cultural exchange through immersion. They participate in weekly program activities organized by the Local Coordinator in their new community.
- Support Coordinators must be post-secondary students. They will report to a Regional Coordinator and act as a bridge between the Regional Coordinator and a group of Local Coordinators. Local Coordinators work directly with a group of up to 10 exchange participants in their local community, while Support Coordinators provide leadership and support to Local Coordinators. As the program is national in scope, Support Coordinators will be required to work with and assist staff over a larger geographic area. In the winter and spring months, they will assist Regional Coordinators with hiring of Local Coordinators, and promote the program to youth and community organizations. Once the exchange starts, they will focus on the support of the exchange and its participants directly. Support Coordinators will work closely with their Local Coordinators to address any conflicts that arise within their region. Successful candidates will have had previous experience working with youth, will possess strong communication and organizational skills, and will be highly responsible and reliable individuals.

**Responsibilities:**

- Maintains regular communication with Regional Coordinator (supervisor), Local Coordinators and local community partners.
- Provides support to their Local Coordinators in the promotion of program, the selection of participant and families, budgeting of funds, and ensuring smooth operations locally.
- Assists the Regional Coordinator with the hiring process for Local Coordinators, regional training sessions, and program monitoring during the exchange.
- Supports participants' travel which may include chaperoning participants to and from their host communities at the start and end of the program or provide logistical support at departure points.
- Assists in collection of final reports from Participants, Families, Employers, Local Coordinators and Local Support Organizations.
- Writes a comprehensive report at the end of the summer summarizing the program's results.
- Fulfills administrative duties in a timely and efficient manner.
- May be required to assume the role of Local Coordinator in situations that warrant it, as assessed by the Regional Coordinator.
- Must be accessible to their supervisor and to the Local Coordinators at all times during the exchange.
- Demonstrates appropriate behaviours in line with our Mission, Vision and Values as reflected in our YMCA competencies; takes a member focused approach to increase their understanding of programs offered across the Association. Represents the YMCA and the Association in a professional manner.
- Understands the legal responsibilities and moral imperative to report suspected child abuse to Children's Aid Society.

- Understands the importance of the volunteer staff partnership and integrates the value of philanthropy and volunteerism in dealings with staff, volunteers and members.
- Other duties as assigned.

**Mandatory Training:**

- Three mandatory training sessions will take place. The first will occur from January 13-15, 2017. The second session will take place in early March and the third in late April/early May.
- Location, Period of Employment, and Salary:
- Positions are available throughout Canada. Support Coordinators must live within their assigned region.
- Support Coordinators will work 10 hours/week from January 16 to April 30, increasing to 23 hours/week from May 1 to June 18, and then full-time (37.5 hours/week) from June 19 to August 23.
- The starting full-time salary is \$525/week, pro-rated during the part-time period.

**Qualifications:**

- One year experience with the program as a local coordinator and/or other relevant experience
- Strong leadership, organizational and problem solving skills
- Well-developed interpersonal and relationship building skills
- Excellent written and oral communication skills
- Experience and appreciation for working with youth
- Able to work independently
- Some experience managing a budget and administration
- Commitment to working in a socially inclusive environment responding with sensitivity and personal awareness to the diverse needs of members including visible and non-visible dimensions of diversity
- Strong preference will be given to candidates able to communicate in French and English
- Strong preference will be given to candidates with experience in youth exchanges
- The position requires the following Core Association Competencies. Advanced competence in: Effective Interpersonal Communications; Ethics and Self-management; Being Member Focused; Being Results Focused; Teamwork and Collaboration; Valuing Diversity and Social Inclusion. Fundamental competence in: Relationship Building and Partnering.

**Eligibility:**

- Currently enrolled in a post-secondary program
- Available days, evenings, and weekends – must be willing to make the Support Coordinator position your primary professional commitment during the period of full time employment
- Have internet access for the duration of employment
- Have a valid driver's licence and access to a vehicle that is insured; willing to provide a copy of driver's abstract
- Have valid Emergency First Aid/CPR certification before the start of the exchange
- Able to attend and support 3 mandatory paid trainings; in January, March and April/May, dates to be confirmed by Regional Coordinator at time of hiring
- For more information and to apply,
- please visit <http://summer-work.com/> by December 2nd, 2016. Applications will be considered on a rolling basis - please apply as soon as possible.
- Job offers are contingent upon the successful completion of a Police Records Check. Within the first four months and every three years thereafter, a Vulnerable Police Records Check is required.
- The YMCA of Greater Toronto values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance

**LINK:**

<https://charityvillage.com/jobs/search-results/job-detail.aspx?id=351004&l=2>

**Business Development Coordinator Tentative Classification "V" in the Centre for Executive and Professional Education (CEPE) / Continuing Education – University of Windsor**

**Job Posting Number: 2016-35-35**

**Employee Group:**

- [CUPE 1393](#)

**Closing Date:** Tuesday, November 29th, 2016 - 4:00pm

The Business Development Coordinator will enhance existing and develop new Continuing Education (ConEd) Programs at the University of Windsor by working closely with Academic Units. The incumbent will also investigate entrepreneurial opportunities and develop other types of ConEd initiatives where the university can achieve a successful return on investment.

**ESSENTIAL QUALIFICATIONS:**

The successful candidate will have:

- University degree in a related field (e.g. Business, Education)
- Three years' experience in project management or in developing and launching new programs and initiatives involving multiple constituents/clients
- Demonstrated experience with Continuing Education and other forms of professional learning
- Knowledge of CAUCE accreditation requirements and other governing bodies
- Extensive knowledge of ConEd strategies, the emerging industries, and the business community (regional, national, and international)
- Ability to work independently and as part of a team with the proven ability to build and maintain relationships with various stakeholders including but not limited to faculty, staff, students, alumni
- Ability to exercise tact and diplomacy
- Strong computer skills and competency with Excel, Word, PowerPoint, Internet, and database software packages
- Experience working with contemporary project management software such as Microsoft Project
- Strong communication, organizational, multi-tasking and problem-solving skills
- Ability and willingness to travel

**Rate of pay:**

Tentative Classification "V" per Schedule A of the collective agreement

Please forward your confidential cover letter and resume, quoting the Ad reference number **(2016-35-35)**, no later than **Tuesday, November 29th, 2016 - 4:00pm**. Applicants are asked to forward their documents to:

[employment@uwindsor.ca](mailto:employment@uwindsor.ca)

**OR**

Department of Human Resources, University of Windsor

401 Sunset Avenue Windsor, ON N9B 3P4

We thank all applicants in advance for their interest in the University of Windsor, however, only those under consideration will be contacted. Applications submitted through employment agencies will not be considered

**The University of Windsor is a welcoming community that is committed to equity and supports diversity in its teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Sexual Minorities) are encouraged to apply and to self-identify.**

If you need an accommodation for any part of the application and hiring process, please notify the [Employment Coordinator](#). Should you require further information on accommodation, please visit the website of the [Office of Human Rights, Equity & Accessibility](#) (OHREA).

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

**LINK:**

<http://www1.uwindsor.ca/employment/2016-35-35/External>

**Project Manager - Product and Process Development – Union Gas Limited Chatham**

- JOB ID: MCS20162004-40440
- We've been operating in Ontario for more than 100 years. That's who we are, that's our legacy. But we are not standing still, and now is your time to join us and begin your journey in these exciting times.
- Company: Union Gas Limited
- Department: Product and Process Development, BDS&T
- Location: Chatham, Ontario

- Posting Date: November 22, 2016
- Closing Date: December 2, 2016

**Responsibilities/Job Description:**

- Manage product development projects from idea inception through to implementation.
- Create new or enhanced services to meet the strategic plans and revenue generation targets.
- Bring Project Management discipline together with business expertise within the scope of product development.
- Develop products through the use of internal cross-functional teams and the stage-gate approach.
- Identify service issues and manage through to resolutions.
- Facilitate and document new services, service changes, process redesign, issue resolution and support for related regulatory requirements.
- Address policy and contracting issues relating to product development.
- Work with various departments to integrate Business Process changes and system changes.
- Share and leverage business knowledge.

**Basic/Minimum Qualifications:**

- University degree required, business focus preferred.
- Minimum of five (5) years of experience, preferably in a non-manufacturing industry.
- Effective communication skills to coordinate and manage views of various functional areas.
- Demonstrated ability to interact, influence, drive results, establish and meet deadlines, create and sustain a positive team environment.
- Demonstrated ability to influence sharing of ideas, facilitate and manage change.
- An ability to learn quickly and apply knowledge.

**Desired Qualifications:**

- Project Management Professional Certification is an asset.
- Negotiation skills coupled with non-authoritative leadership skills and strong/creative problem solving skills.
- General understanding of the North American pipeline grid, the energy industry and Union's services.

**Comments:**

- Thank you for your interest. Only those selected for interviews will be contacted.
- Recruiting Agency and Search Firm resumes will not be accepted at this time. Thank you for your cooperation.
- At Spectra Energy we embrace a culture of diversity and inclusion with equal access to opportunities based on individual merit by creating an environment which encourages all employees to contribute their unique capabilities and perspectives.
- We will accommodate applicants' needs under the respective provincial and human rights codes throughout all stages of the recruitment and selection process. Please advise us to ensure your accessibility needs are accommodated throughout this process.
- AREA OF EXPERTISE - Business - Business Development
- HIGHEST LEVEL OF EDUCATION - College/University
- JOB TYPE - Full Time
- CANADA LOCATIONS - ON - Chatham
- MINIMUM YEARS OF EXPERIENCE - 5-8 Years

**LINK:**

<https://canadajobs.spectraenergy.com/viewjob.html;jsessionid=2F0CF83E85A3DDEA70A9CECC970B5067?optlink-view=view-33156&ERFormID=newjoblist&ERFormCode=any>

**Customer Service Representative - Workplace Safety and Insurance Board (Windsor)**

- Apply By: Thursday, December 1, 2016 11:59 pm EST
- \*\*\*AMENDED\*\*\* - CUSTOMER SERVICE REPRESENTATIVE
- Organization: Not Applicable
- Division: Workplace Safety and Insurance Board
- City: London, Ottawa, Thunder Bay, Toronto, Windsor
- Job Term 7 Temporary
- Job Code: WSIB 206 - WSIB - 206



- Salary: \$49,439.27 - \$58,163.92 Per Year
- Status: Open
- Job ID: 101779

**LINK:**

<https://www.gojobs.gov.on.ca/Preview.aspx?Language=English&JobID=101779>

**Program Manager – Windsor Mold Group**

- Company Name: Windsor Mold Group
- Location: Windsor, ON
- Employment Type: Full Time
- Category: Program Engineering
- Pay: Salary

**Program Manager - Job Description**

- Come join us! The Automotive Components Division of Windsor Mold Group is a full service supplier of interior and exterior injection molded plastic components and assemblies, providing innovative solutions for automotive plastics applications to original equipment manufacturers and their suppliers. We offer a great work environment offering industry-competitive pay and benefits.
- Our Windsor, Ontario location currently has an opening for a Program Manager.

**The ideal candidate for this position is team-focused with excellent communication skills and would be responsible for the following:**

- Manage and lead new launch programs. Negotiate, define, communicate and manage the financial, quality, timing and operational requirements of projects.
- Plan and manage internal and external program communications ensuring effective exchange of program information.
- Manage and lead APQP cross functional team. Manage and lead product development.
- Manage customer communications and relationships for projects. Primary contact between the plant and the customer.
- Forecast, track, and manage program budget, PO's and invoices.
- Manage program to timelines, meeting key milestones. Support manufacturing, tooling and quality functions through milestone events.
- Manage the change process to ensure timely implementation of program changes.

**Requirements:**

- University Degree or College Diploma required in Engineering.
- Experience with plastics including injection molding an asset.
- Familiar with automotive systems and manufacturing.
- Effective ability to communicate with customer, team members and plants.
- Technical knowledge and strong analytical abilities are required.
- Above average computer skills and good communication skills are mandatory.
- Previous program management experience an asset.

**LINK:**

[http://www.apmautohr.com/job-listing/-on/windsor/program-manager/f717\\_25207.htm](http://www.apmautohr.com/job-listing/-on/windsor/program-manager/f717_25207.htm)

**Fixture Engineer – Windsor Mold Group**

- Company Name: Windsor Mold Group
- Location: Windsor, ON
- Employment Type: Full Time
- Category: Quality
- Pay: Salary

**Fixture Engineer - Job Description**

- Come join us! The Automotive Components Division of Windsor Mold Group is a full service supplier of interior and exterior injection molded plastic components and assemblies, providing innovative solutions for automotive

plastics applications to original equipment manufacturers and their suppliers. We offer a great work environment offering industry-competitive pay and benefits.

- Our Windsor, Ontario location currently has an opening for a Fixture Engineer. The ideal candidate for this position is team-focused with excellent attention to detail and would be responsible for the following:
- Review & Approve GD&T with Program Engineering and Plants and recommendations to ensure needs of customer and plants are met
- Attend customer reviews to discuss fixture concepts and GD&T as needed
- Obtain quotes, approval and kick-off fixtures to meet timing internally and with customer
- Ensure fixture deliverables are met: 3rd party, fixture shop GR&R
- Track, coordinate fixture updates as required by program
- Resource for resolution of plant fixture & GR&R issues
- Development of procedures, forms etc for robust fixture deliverables and program launch
- Potential for position to add facilitation of AAR reviews with customer and other Quality Engineering functions over time.

**Requirements:**

- Four-year (or higher) technical or business degree or equivalent work experience
- Understanding of statistical analysis
- Understanding of quality engineering processes (PPAP, APQP)
- Understanding of injection molding and assembly processes
- Solid understanding of GD&T principles
- Previous fixture related experience
- Exceptional organization, communication and negotiation skills

**LINK:**

[http://www.apmautohr.com/job-listing/-on/windsor/fixture-engineer/f717\\_36539.htm](http://www.apmautohr.com/job-listing/-on/windsor/fixture-engineer/f717_36539.htm)

**Tool Maker – Flex N Gate**

- Posted: 07/29/2016
- Job Reference #: 2232
- Job Description ID - 2016-2232
- # of Openings - 1
- Job Locations - CA-ON-Windsor
- Posted Date - 9/29/2016
- Category - Tool and Die

**Overview:**

- Flex-N-Gate is a leading manufacturer and supplier of components for the automotive industry, recently ranked 10th of the 150 Top North American Suppliers in “Automotive News.” A growing and vital company, Flex-N-Gate provides a great opportunity for hard-working and skilled individuals.

**Scope of the Position:**

- The Tool and Die Maker is responsible for the safe and efficient performance of all tooling requirements.
- This position will support production through trouble shooting problems during production and complete quality improvements as required to maintain part standards.

**Responsibilities:**

- The successful candidate will be responsible for servicing, maintaining and improvements to existing dies, making replacement components for dies, trouble shooting dies in presses, etc.
- We require a Tool Maker who is proficient in all forms of tooling.

**Qualifications:**

- Certificate of Qualification - Tool & Die Maker 430.
- Must be able to work Rotating Shifts & Weekend Overtime to meet Customer Requirements with a minimum amount of Supervision.
- Experience working with all types of stamping dies in progressive presses, regular transfer presses and robotic transfer presses.

- Experience working with Advanced High Strength Steel an asset.
- Experience working with stamping dies.

**Benefits:**

- Medical, dental, prescription, vision, life and disability insurance
- RRSP retirement savings plan
- Extensive safety training, new hire orientation, continuous learning and development programs and tuition reimbursement
- Paid holidays and vacation time

**LINK:**

<http://jobs.flex-n-gate.com/tool-maker/job/6171578>

**Tooling Engineer Metals – Flex N Gate**

- Posted: 07/26/2016
- Job Reference #: 2237
- Job Description ID - 2016-2237
- # of Openings - 1
- Job Locations - CA-ON-Windsor
- Posted Date - 7/26/2016
- Category - Engineering

**Overview:**

- Flex-N-Gate is a leading manufacturer and supplier of components for the automotive industry, recently ranked 10th of the 150 Top North American Suppliers in “Automotive News.” A growing and vital company, Flex-N-Gate provides a great opportunity for hard-working and skilled individuals.

**Scope of the Position:**

- Follows tooling build for metal stamping business to assure design meets FNG standards and produces product meeting customer specifications.

**Responsibilities:**

- Evaluates new product design and performs design reviews with Program Managers and tool shops to assure design meets FNG standards.
- Technical resource in reviewing tool design and tooling estimates and recommends alternative processes to improve production performance and reduce raw material usage.
- Evaluates potential tooling suppliers and recommends sources based upon adherence to time line, equipment, manpower, knowledge, competitive pricing and capacity.
- Recommends solutions to product problems relative to design.
- Evaluates and approves tooling design at die shop before build and follows the build process.
- Is the technical resource during the tooling process from design through build through first piece tryout.
- Attends die tryout at plants to identify and correct any final issues.
- This position will be based in our Howard, Windsor plant, working with local tool shops

**Qualifications:**

- Knowledge of tooling build or repair at journeyman level.
- Knowledge of OEM customer tooling requirements
- Drafting and design and training
- Negotiating skills.

**EDUCATION & EXPERIENCE**

- Engineering degree or tooling journeyman or equivalent.
- Ten (10) years experience as in tooling technical position at Tier One OEM metal stamping supplier.
- Tooling design and estimator experience preferred.
- Program management experience.

**Benefits:**

- Medical, dental, prescription, vision, life and disability insurance; and a flexible spending account
- 401(k) retirement savings plan with company match

- Extensive safety training, new hire orientation, continuous learning and development programs and tuition reimbursement
- Paid holidays and vacation time

**LINK:**

<http://jobs.flex-n-gate.com/tooling-engineer-metals/job/6163276>

**Supervisor, Maintenance & Planning - Hiram Walker & Sons Ltd. - Windsor Ontario - PRO00756**

**Organization - Corby Spirit and Wine / Hiram Walker & Sons**

- Primary Location - Canada
- Job - Production & Manufacturing
- Job Type - Regular
- Job Posting - Nov 23, 2016

**Description**

- Hiram Walker & Sons Limited, a Pernod Ricard Company, is the place where ambition thrives. As part of a global enterprise, we are proud to be delivering the market such exciting brands as Wiser's Whisky, Polar Ice Vodka, Malibu Rum, and Lamb's rum. Let your ambition lead you toward outstanding opportunities with progressive rewards. For insight on our heritage please click
- [http://www.youtube.com/watch?v=VaXS-oxdU5U&feature=player\\_embedded](http://www.youtube.com/watch?v=VaXS-oxdU5U&feature=player_embedded)
- This position is in Windsor Ontario

**Position Summary:**

- The mission for the maintenance operation at HWSL is: Zero safety incidents. Zero unplanned downtime. Operate at a level of world-class maintenance. This role will be responsible for executing portions of the overall strategy for this mission.

**Key Responsibilities:**

- Executing break-fix (reactive) work orders
- Executing the planned Preventative maintenance (PM) and predictive maintenance (PdM) programs
- Setting expectations and holding the group accountable for safety, craftsmanship and efficiency
- Administrative tasks, including those related to procurement and supporting the daily operation
- Leveraging the Plan-Do-Check-Act (PDCA) cycle with our maintenance planner and other key individuals
- Establishing standard operating procedures (SOP) for planned maintenance activities

**Required Skills & Abilities**

- Excellent organization skills are expected
- Experience in the following is considered an asset: 1) Maintenance operations, 2) Preventative Maintenance (PM) programs, 3) Predictive Maintenance (PdM) programs, 4) Computerized maintenance management system (CMMS) – ideally, JDE/CAM or SAP, 5) Condition based monitoring technology and equipment
- Report writing is fundamental to the role
- Experience in a unionized environment is an asset
- CAD (AutoCAD) experience is an asset
- Demonstrated troubleshooting ability when faced with challenging equipment failures
- Proven implementations of continuous improvement, including energy savings and efficiency gains
- Self-starter and one with an ability to work with minimal direction yet provide value-added contributions
- Must be an excellent communicator and able to contribute in team environments

**Competencies:**

**Risk Management:**

- Demonstrates an overall understanding of risk management's key concepts (identification, assessment, mitigation)
- Recognizes risks and follows-up appropriate risks indicators, escalates as needed
- Ensures compliance with existing standards and regulations related to wine and spirits' industry and group's norms
- Operations Performance Optimization:

- Demonstrates a sound understanding of processes' impacts on overall operations performance (including financial aspects)
- Monitors operations key performance indicators (e.g., OEE, OTIF, yield, cost per case...)
- Identifies and analyzes complex situations by looking at multiple causes and effects, and creates pragmatic improvement plans
- Solves complex issues within his/her own area and leads teams in continuous improvement

**Operations Planning Optimization:**

- Knows and/or utilizes appropriately key planning concepts and tools
- Analyzes demand forecasts and identifies gaps with existing stocks or knows related key concepts
- Identifies impacts on physical flows (sequencing, planning, ...) and escalates as needed

**Production/ Process Management:**

- Demonstrates a full understanding of KPI's
- Demonstrates a good understanding of production processes, key concepts and constraints (e.g., planning models / plant capability)
- Is able to describe production processes of his/her activity
- Understand the equipment and systems in their area
- Able to use appropriate basic problem solving tools (e.g., PMP tools)

**Physical Asset Management:**

- Properly uses assets and demonstrates an overall understanding of assets' optimum conditions (productivity)
- Makes critical analysis of equipment performance / non performance
- Is able to make evolve and to adapt an equipment in line with business evolutions
- Fixes basic problems related to assets
- Uses and understands information systems within his/her scope

**Creativity & Innovation:**

- Has a broad overview of the market (main actors, products, trends...) and internal constraints and opportunities
- Demonstrates an openness to new ideas, ways of working
- Exposes the business to new ideas
- Implements minor innovations with no additional resources, budgets or impacts on external stakeholders

**Business & Financial Acumen:**

- Demonstrates an overall understanding of company's vision, priorities and financial objectives
- Has a basic knowledge of local organizations and functions
- Demonstrates an understanding of costs and cash drivers

**Customer Service & Quality Orientation:**

- Demonstrates a knowledge of customers demand's evolutions trends
- Proactively communicates with customers in order to anticipate difficulties
- Monitors customer service measurement indicators (include complaints) and identifies improvement areas
- Implement preventative and correction action plans in order to ensure compliance

**Project & Change Management:**

- Follows the defined process for implementing projects/change initiatives
- Understands the key levers for change management (process & organization, communication, training)
- Participates in change initiatives and remains positive and receptive to change

**Communication & Relationship Building:**

- Proactively and clearly communicates across departments
- Is comfortable dealing with people at all levels of the organization
- Ensures the clarity and understanding of each message
- Anticipates potential conflicts and seeks to resolve them

**Leadership Competencies:**

**Entrepreneurship:**

- Proposes new ideas/methods on how to improve performance
- Maintains a positive, can-do attitude even during difficult times
- Influences others to gain support for an idea or cause

**Results Orientation:**

- Assigns tasks and accountabilities for work outputs to the most appropriate individuals, when needed
- Displays a sense of urgency in accomplishing goals and takes corrective actions to ensure results
- Maintains composure and high performance standards in a challenging environment
- Achieves own individuals objectives, applying professional excellence standards, and delivers high quality work

**Live the Values:**

- Maintains high professional standards that are aligned with the organization's values, ethics, and Charter
- Demonstrates commitment to Corporate Social Responsibility (CSR) priorities by promoting group and local initiatives
- Establishes a mutual trust environment by communicating in an honest, straight forward transparent manner with colleagues at all levels
- Displays enthusiasm and values contribution of each employee to the success of Pernod Ricard

**Team Management:**

- Communicates in a way that motivates team members
- Facilitates the process of effective decision making among team members
- Encourages teamwork and collaboration by promoting openness and dialogue

**People Development:**

- Actively participates in creating motivating and realistic development and career plans for people
- Provides routine instructions and performance feedback to others
- Learns about Pernod Ricard's resources and processes for identifying and selecting talent

**Education:**

- Diploma in an engineering or technical field

**Preferred:**

- Engineering technologist (CET)
- Engineering Degree and P.Eng. candidate

**Experience:**

- Required: Entry level
- Preferred: 2-3 years of experience in a manufacturing environment
- Thank you for your interest in Pernod Ricard and its subsidiaries, Corby Spirit and Wine Limited and Hiram Walker & Sons Ltd. All resumes submitted will be reviewed by our recruitment team and kept on file for six months in consideration for this and future opportunities. Please note that only those applicants selected for an interview will be contacted. Please do not contact provincial offices directly as all recruitment is coordinated through the Corporate Office in Toronto.

**LINK:**

<https://pr.taleo.net/careersection/prext/jobdetail.ftl?lang=en&job=PRO00756>

**Senior Cost Analyst - Hiram Walker & Sons Ltd. - Windsor ON - FIN01600 Organization - Corby Spirit and Wine / Hiram Walker & Sons**

- Primary Location - Canada
- Job - Finance
- Job Type - Regular
- Job Posting - Nov 22, 2016

**Description**

- Hiram Walker & Sons Limited, a Pernod Ricard Company, is the place where ambition thrives. As part of a global enterprise, we are proud to be delivering the market such exciting brands as Wiser's Whisky, Polar Ice Vodka, Malibu Rum, and Lamb's rum. Let your ambition lead you toward outstanding opportunities with progressive rewards. For insight on our heritage please click ; [http://www.youtube.com/watch?v=VaXS-oxdU5U&feature=player\\_embedded](http://www.youtube.com/watch?v=VaXS-oxdU5U&feature=player_embedded)

**Position Summary:**

- Provider of financial information and advice to Walkerville Operations & Procurement departments to assist them in formulating business strategies as well as meeting cost and cash objectives.
- This position is located in Windsor Ontario

**Key Responsibilities**

- Set up of stores inventory costs & A/P review of CAM-related items; development of reports for use by Maintenance staff.
- Develop and review standard cost rates for dry and wet supplies in Walkerville and at 3rd party contract bottling facilities, including freight component.
- Forecast Wet & Dry variances for both HWSL & Corby for monthly Over/Under meeting
- Develop standard costs for new distillate, assist with set-up of mash and distillation BOMs, as well as re-gauging BOMs
- Develop standard costs for key intercompany bulk items, including Malibu and Kahlua Sweet Wine; reporting and presentation of bulk and finished goods costs and methodology to TAC
- Develop and review standard costs for grains used in distillation process; track purchase and sale of grain futures and resulting gains and losses and underlying cash contracts; monitor adherence to Commodity Risk Management policy; liaise with commodity broker to maintain margin requirements
- Identify and report purchase price variances and prepare Over/Under forecasts for monthly meeting
- Development of finished goods inventory budget; monthly reporting of inventories and development of forecast for LCE submission
- Development of wet and dry standard costs for new product introductions
- Provide financial support and analysis as required for projects identified by management
- Track Cost of Sales Reduction Initiatives
- Maintain and track inventory provisions; issue and circulate write-off forms for approval
- Meet with Production managers monthly to review results, identify variances and follow-up queries

**Required Skills & Abilities**

- Proficiency with Microsoft Office, JD Edwards
- Expert user of RRT
- Cost accounting
- 5+ years related experience
- Ability to influence and partner with internal & external customers
- High customer focus and ability to make things happen

**Functional Competencies:**

- Reporting & Analysis: Ability to produce, analyse, interpret and communicate timely accurate financial information in order to monitor performance and support decision-making.
- Financial Accounting & Consolidation: Ability to generate and provide timely, accurate and auditable accounting records and financial statements in compliance with both statutory and Group standards.
- Legal for Finance: Ability to understand legal matters (contracts, intellectual properties,...) to analyze and take into account their financial and operational impacts.
- Risk Management & Internal Control: Ability to identify and evaluate Business Risks, design and implement appropriate risk-mitigation plan. Ability to design, implement and review controls to ensure compliance with external regulations/internal policies, reliability of financial information, and security of assets, whilst maintaining business efficiency.
- Cash Management & Financing: Ability to forecast and analyze cash flows and drive cash generation in the business. Ability to manage financial partners relationships (banks, ...) and to optimize business unit's funding and liquidity.
- Process & Information Systems: Ability to proactively support the implementation and utilization of business processes and related information systems, to drive change, improve business efficiency and support decision making.
- Project Management: Ability to plan, monitor and deliver projects in line with objectives.

- Relationship Building & Communication: Ability to build, nurture and leverage quality and trusting relationships. Ability to communicate effectively with internal and external stakeholders at all levels of the organization.
- Business Acumen: Ability to view and understand the business from a holistic perspective.

**Leadership Competencies:**

- Entrepreneurship: Proactively takes initiative, bold steps and calculated risks to develop the business while assuming responsibility for decisions.
- Results Orientation: Delivers results and empowers others by setting clear objectives, providing adequate resources and feedback and ensuring focus on results achievement.
- Live the Values: Embodies and enthusiastically conveys Pernod Ricard’s key values, with adherence to ethics and a strong commitment to CSR initiatives.

**Education:**

- University degree in Finance
- Thank you for your interest in Pernod Ricard and its subsidiaries, Corby Spirit and Wine Limited and Hiram Walker & Sons Ltd. All resumes submitted will be reviewed by our recruitment team and kept on file for six months in consideration for this and future opportunities. Please note that only those applicants selected for an interview will be contacted. Please do not contact provincial offices directly as all recruitment is coordinated through the Corporate Office in Toronto.


**LINK:**

<https://pr.taleo.net/careersection/prext/jobdetail.ftl?lang=en&job=FIN01600>

**Administration Officer - Academy Truck Driving School**

Posted on November 23, 2016 by **Employer Details - Academy Truck Driving School**

**Job Details**

- Location Windsor, ON
- Salary \$14.00 hourly for 30 hours per week
- 1 Vacancy
- Terms of employment Permanent Part-Time
- Start date As soon as possible
- Employment conditions Employment Conditions: Day, Morning, Start Time 09:00, End Time 15:00
- Job no.537677
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

Secondary (high) school graduation certificate

**Experience**

Experience an asset

**How to Apply**

**By e-mail:**

[accentresearch@hotmail.com](mailto:accentresearch@hotmail.com)

**Advertised until:**

2016-12-23

**LINK:**


<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=21791818&source=searchresults>

**Car Wash Manager - Spee-Dee Auto Wash**

Posted on November 22, 2016 by **Employer Details - Spee-dee Auto Wash**



**Job Details**

- Location Windsor, ON
- Salary \$30,000.00 to \$40,000.00 annually for 30 to 44 hours per week
- 1 Vacancy
- Terms of employment Permanent Part Time leading to Full Time
- Start date As soon as possible
- Job no.538884
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

No degree, certificate or diploma

**Experience**

1 to less than 7 months

**Additional Skills**

Hire, train and supervise staff

**Work Setting**

Car wash

**Specific Skills**

Plan, organize, direct, control and evaluate daily operations

**Security and Safety**

Bondable; Driver's validity licence check; Driving record check (abstract)

**Transportation/Travel Information**

Own vehicle; Valid driver's licence

**Work Conditions and Physical Capabilities**

Fast-paced environment; Physically demanding; Attention to detail; Combination of sitting, standing, walking

**Ability to Supervise**

5-10 people

**Personal Suitability**

Effective interpersonal skills; Flexibility; Team player; Client focus; Judgement; Reliability; Organized

**How to Apply****By e-mail:**

[spee-deeautowash@primus.ca](mailto:spee-deeautowash@primus.ca)

**Advertised until:**

2016-12-22


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=21780335&source=searchresults>

**Precision Lathe Operator - Metal Machining - Royal Feed Screws Inc**

Posted on November 21, 2016 by **Employer Details - royal feed screws inc**

**Job Details**

- Location Oldcastle, ON
- Salary \$17.00 hourly for 40 hours per week
- 2 Vacancies
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Employment conditions Employment Conditions: Flexible Hours, Morning
- Job no.538529
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

Registered Apprenticeship certificate or equivalent experience

**Credentials (certificates, licences, memberships, courses, etc.)**

Machinist Trade Certification

**Experience**

5 years or more

**How to Apply****By e-mail:**

[brankak@rfs-corp.com](mailto:brankak@rfs-corp.com)

**Job Location:**

1945 blackacre drive

**Advertised until:**

2016-12-21


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?cty=35522&pcd=ON&wid=px&sort=D&id=21773025&source=searchresults>

**Night Auditor Hotel - Quality Inn Leamington**

Posted on November 23, 2016 by **Employer Details** - [Quality Inn Leamington](#)

**Job Details**

- Location Leamington, ON
- Salary \$11.75 to \$12.75 hourly for 32 to 44 hours per week
- 1 Vacancy
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Benefits: Other Benefits
- Employment conditions Employment Conditions: Day, Evening, Night, Weekend, Start Time 00:00, End Time 08:00
- Job no.532021
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

Secondary (high) school graduation certificate or equivalent experience

**Experience**

Experience an asset

**Business Equipment and Computer Applications**

Word processing software; Spreadsheet; Multi-line switchboard; Internet; Central reservation system (CRS);

Computerized bookkeeping system

**Work Setting**

Hospitality industry; Hotel, motel, resort

**Specific Skills**

Take, cancel and change room reservations; Register arriving guests and assign rooms; Provide information on hotel facilities and services; Process group arrivals and departures; Process guests' departures, calculate charges and receive payments; Perform light housekeeping and cleaning duties; Investigate and resolve complaints and claims; Exchange foreign currency; Balance cash and complete balance sheets, cash reports and related forms; Answer telephone and relay telephone calls and messages; Clerical duties (i.e. faxing, filing, photocopying); Provide general information about

points of interest in the area; Follow emergency and safety procedures; Handle wake-up calls; Provide customer service; Assist clients/guests with special needs; Maintain an inventory of vacancies, reservations and room assignments

**Security and Safety**

Criminal record check

**Transportation/Travel Information**

Own transportation

**Work Conditions and Physical Capabilities**

Fast-paced environment; Work under pressure; Attention to detail; Standing for extended periods

**Personal Suitability**

Effective interpersonal skills; Flexibility; Team player; Excellent oral communication; Excellent written communication; Client focus; Dependability; Judgement; Reliability; Organized

**How to Apply**

**By e-mail:**

[gm@cileamington.com](mailto:gm@cileamington.com)

**Job Location:**

279 Erie Street South

**Advertised until:**

2016-12-23


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?action=s0&sort=D&sid=10&d=50&wid=px&pcd=ON&cty=39341&lang=en&id=21788334&source=searchresults>

**Registered Practical Nurse (R.P.N.) - Seasons Retirement Communities**

Posted on November 22, 2016 by **Employer Details** - [Seasons Retirement Communities](#)

**Job Details**

- Location Belle River, ON
- Salary \$20.34 hourly for 6 to 30 hours bi-weekly
- 1 Vacancy
- Terms of employment Casual Part-Time
- Start date As soon as possible
- Employment conditions Employment Conditions: To be determined
- Job no. 538994
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

Other trades certificate or diploma or equivalent experience

**Credentials (certificates, licences, memberships, courses, etc.)**

First Aid Certificate; CPR Certificate; Eligible for licensure as a practical nurse by the province/territory of work

**Experience**

7 months to less than 1 year

**How to Apply**

**Online:**

<https://www.seasonsretirement.com/careers>

**Job Location:**

1700 Country Road #22

**Advertised until:**

2016-12-22

**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?cty=23237&pcd=ON&wid=px&sort=D&id=21780327&source=searchresults>