

Employer Solutions

Job Postings – August 19, 2015

Administration / Office

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Arts / Media / Design

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Composer, Matte Painter, VFX Supervisor

Food Preparation / Care Aide / Nanny

[ES-520 Crew Member-Langley*NEW](#)
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[ES-518 Restaurant Server-Delta/Surrey*NEW](#)
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[ES-482 Crew Member-Pizza Shop-Langley](#)
[ES-468 Early Childhood Educator-Vancouver](#)
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Construction / General Labour / Other

[ES-523 Carpenter Helper-Vancouver*NEW](#)
[ES-521 General Labourer-Vancouver*NEW](#)
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[ES-434 Packaging Line Operator-Coquitlam](#)
[ES-430 Paint Laborers-Variou](#)

Information Technology

[ES-524 Web Interface Designer-Burnaby*NEW](#)
[ES-498 Software Developer-Vancouver*NEW](#)
[ES-390 Network Administrator-NorthVan](#)



JOB ID: ES – 524
JOB TITLE: Web Interface Designer
Location: Burnaby

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Responsibilities

- Provide clear and concise documentation regarding graphic design
- Develop visual architecture, navigation, and design style for software products
- Share knowledge of visual design and graphic standards across a wide range of software products
- Create object-oriented user interface components

Desired Skills

- Illustrator, Photoshop, DreamWeaver
- Designing graphics for commercial web sites and software products
- HTML, JavaScript, VBScript, Flash, ASP, PHP
- Ability to interact with engineers
- Excellent English oral and written communication skills

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 523
JOB TITLE: Carpenter Helper
Location: Vancouver
Salary: \$16.00/hour, starting
Positions: 12

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A construction company working as subcontractor for various projects within the Lower Mainland is looking for carpenter helpers.

Requirements

- Physically fit
- Willing to work in a construction site
- Some construction experience preferred
- Basic language skills
- Must be immediately available
- Will train the right candidate

Note: Job site is accessible by transit, please send resume.

To Apply:

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JOB ID: ES – 522

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JOB TITLE: Sales Executive-Directory Advertising

Location: Vancouver

Salary: 20% Commission + Bonus

An ethnic Business Directory publication (print and online) in Vancouver, BC is looking for a Directory Advertising Sales Executive.

Job Description

- Prospect, identify opportunities and build new business relationships
- Generate revenue for print advertisements
- Acquire new clients, individual and corporate
- Place outbound sales calls (including cold-calls)
- Conduct in-person meetings
- Make sales presentations and prospect
- Based on performance, this position could potentially transition to management

Required Qualifications

- At least six months, successful sales experience
- Hunter mentality
- Must have strong interpersonal skills and communication skills (oral, written and presentation)
- Ability to influence/persuade others
- Positive and energetic attitude required
- At least one year sales training experience
- At least one year management experience in a sales related position that involves meeting sales objectives
- At least one year working in a commission sales environment
- Knowledge of Excel, PowerPoint, Word and Outlook
- Bachelors Degree in Business or related field

To Apply:

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JOB ID: ES – 521
JOB TITLE: General Labourer
Location: Vancouver
Type: Full Time
Salary: \$12.00/hour
Position: 2

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A metal recycling company in Vancouver is looking for two General labourers.

Requirements

- Basic English, able to follow directions
- Physically fit and able to lift load
- Able to work outdoor/indoor in a recycling yard

To Apply:

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JOB ID: ES – 520
JOB TITLE: Crew Member
Location: Langley (Brookswood)

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A pizza delivery chain in Langley is looking for a crew member.

Responsibilities

- Customer Service (Serving customers and cashier)
- Making pizzas
- Cleaning duties

The ideal candidate should be:

- Reliable and flexible
- Must have a valid Driver's License and own car
- Please send resumes and the suitable applicants will be contacted for interviews

To Apply:

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For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 519
JOB TITLE: Kitchen Helper/Cook
Location: Delta/Surrey

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An ethnic restaurant and catering business is looking for a kitchen helper/cook to work at their Delta location (near Surrey border)

Responsibilities

- Assist in the kitchen
- Cut vegetables, fruits, meat
- Clean up, maintain organized work area
- Willing to be trained as a cook
- Set up stations,
- Cook meals to order
- Focus on timing, organization, food safety and attractive presentation

Required Skills and Experience

- Food Safe level 1 accreditation preferred
- Previous experience cooking in a high volume environment
- Training will be provided

To Apply:

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JOB ID: ES – 518
JOB TITLE: Restaurant Server
Location: Delta/Surrey

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An ethnic restaurant and catering business is looking for a Server to work at their Delta location (near Surrey border)

Responsibilities

- Provide customer service to dine-in guests
- Sit-in customers
- Attend to customers requests, take orders
- Serve food
- Clean up tables
- Maintain an organized and clean work area

Required skills and experience

- Food Safe level 1 accreditation preferred
- Training will be provided
- Able to communicate well with a wide variety of people in person
- Takes pride in personal appearance, must be presentable
- Takes pride in the presentation of meals
- Can juggle multiple tasks at once
- Have a sense of urgency and
- Attentive to detail

To Apply:

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JOB ID: ES – 517

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JOB TITLE: Restaurant Server & Kitchen Manager

Location: Surrey & Langley

- We are seeking individuals that has a ‘wow’ first impression, energetic, open availability including weekends and evenings. Is this you?
- Want to earn top wages in the industry (\$10.25 - \$13.00 depending on experience)?
- Want to make tips from a highly profitable restaurant with great serving staff?
- Want to be a part of a growing team with the potential to move up?
- Want to bring your positive attitude and willingness to learn?
- Want to work under a Red Seal with the potential to get your own?

If this fits your profile, please submit resume by email. We are looking to fill several locations in Surrey and Langley.

To Apply:

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JOB ID: ES – 516
JOB TITLE: Distribution Manager
Location: Richmond (Ironwood)

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The Distribution Manager is responsible for supply chain management. Product must be timely and accurately allocated. Strong communication, organization, and management skills are imperative for success.

Overseeing a staff of 2 – 5 people, the Distribution Manager must build an efficient and harmonious team environment that focuses on product turnover, customer service, and cross-department cooperation. Mentoring, developing, and training of staff are paramount job duties.

Planning and execution of company policies is critical, as is implementation of new ideas that generate work efficiencies, increased sales, and faster product rotation.

Responsibilities and Duties

- Fulfillment of store orders
- Ensure proper cost, selling prices, and margins at GFD and proper cost
- All product is correctly allocated to the correct store from the correct vendor in the right quantities and price with the right label at the right time
- Track daily/weekly inventory requirements to meet sales targets, ads, store booking, and orders
- Conduct meetings with Purchasing Manager, Buyers, Operation Team, Warehouse Manager, store managers, and vendors
- Review store orders for peculiarities, bringing forth concerns before finalization of order
- Confirm purchase orders
- Coordinate product allocation

Enforce all GFD policies

- Aged inventory turnover
- GFD cash sale policy and regulations
- Work closely with other departments to achieve GFD forecasted performance metrics
- Prepare reports and data analysis as requested with pertinence
- Collect and update market information and prices for/from buyers
- Ensure Market News is accurate and timely updated to stores



JOB ID: ES – 516 (Continued 2/3)

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- Follow-up with wholesaler vendors on any delivery matters or concerns
- Facilitate importation of product to GFD by ensuring all necessary paperwork is completed in a timely manner and provided to necessary parties including customs brokers and government agencies
- Participate in logistics setup, cost negotiation, coordination of on time arrival, and inquiries
- Oversee accuracy of invoices and related documents in and out of GFD and its suppliers
- Personnel Management:
 - Hiring, training, mentoring, and developing distribution staff
 - Delegation of duties and follow-up on performance
 - Preparing staff evaluations
 - If merited, awarding of bonus/reward systems and/or disciplinary actions
 - Addressing and professionally solving concerns
 - Building a positive working environment that values a “can-do” attitude
 - Staff scheduling
- Optimize resources for cost reduction;
- Ensure that all purchased products, supplies, and services conforms to specified requirements
- Responsible for the organization of the work area. Maintain neat and orderly working environment
- Management of all inventories; Ensure all inventories are at optimal levels and appropriate for ongoing operations;
- Identify to management slow moving and obsolete inventory and ensure that action is taken to correct this;
- Complete duties in accordance with company’s code of ethics, organization policies, and applicable laws
- Follow all company product quality standards, work standards, and policies
- Maintain and develop good working relationships with suppliers, stores, co-workers, and other stakeholders of the company
- Analyze daily stock turnover of stores to ensure inventory on-hand at store level is healthy and sufficient to meet sales objectives
- Backup other team members where necessary when they are either away from work or in need of a helping hand;



JOB ID: ES – 516 (Continued 3/3)

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- Provide feedback and actively participate in company meetings
- Perform other related duties and responsibilities as assigned

Qualifications

- Two years purchasing or retail experience and/or combination of related education and experience.
- Two years managerial experience.
- Strong familiarity with MS Office, email programs, and sales/purchasing systems.
- Excellent communication and negotiation skills.

To Apply:

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JOB ID: ES – 515
JOB TITLE: Assistant Manager
Location: Richmond

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We are currently recruiting for full-time permanent Assistant Store Managers. Reporting to the Store Manager, the Assistant Store Manager will be trained to take care of the end-to-end operation of the store.

Responsibilities of Assistant Store Managers include but not limited to the followings:

- Assists the Store Manager to plan, organize, direct and execute activities related to produce display, receiving, daily operations ... etc. and to create a good customer experience.
- Provides guidance to employees' queries related to the operation and safety of the workplace.
- Participates in hiring, training and reviewing of new hires; supervises employees in accordance to the company's operations.
- Prepares employee work schedules according to company standards and individual store needs.
- Provides timely response to head office and participates in company meetings, including e.g. store management meetings, general meetings at head office, mall meetings.
- Works closely with Head Office and Store Team on marketing, promoting and selling.
- Maintains inventory level, spoilage, supplies according to company standards. Monitor and maintain maintenance log records.
- Maintains the sanitation and cleanliness of the store and office areas.

Ideal applicants should possess the following qualifications:

- Reliable, hard working, motivated with a "can do" attitude
- Honest and customer service oriented
- Be prepared to roll up their sleeves, learn the basics and get things done, some heavy lifting (up to 50lbs) and hands-on dealing with produce is required
- Be flexible to work in shifts, including weekends and evening hours
- Able to understand and communicate well in English
- Willing to relocate to any assigned store located in lower mainland, if necessary
- Some supervisory and retail experience would be an asset

To Apply:

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JOB ID: ES – 514

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JOB TITLE: Support Center Operations Manager

Location: Richmond

The Operations Manager will report to the President and the Vice President of Support Center Operations, this position is responsible for performing the following duties:

Job Responsibilities

- Assist in setting operation standards of the retail operations.
- Creates effective evaluation system to monitor the store compliance to the system.
- Promote new ideas on improving the operation processes and policies
- Analyses and reviews budget and performance of operations to make plans and to show the group performance.
- Objectively analyze the Key Performance Indicators of their store and financial management issues.
- Communicates and reinforces compliance to the operational standards.
- Develops annual budget for the operations department.
- Develop annual action plans for the department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Through direct reports, guide operations in assigned stores within established company policies, procedures, and standards.
- Reviews operational records and reports to project store sales and profitability.
- Aware of competition and consult with Stores to ensure most appropriate actions.
- Provides input and feedback to purchasing department on product selection, pricing, promotion and sales estimates and products.
- To be updated general produce industry and local conditions; taking the appropriate actions and making the appropriate recommendations.
- Coordinates with the Marketing department for store promotional activities.
- Handles disputes among customer complaints.
- Develop store merchandise display layout for stores and monitor store quality and displays to ensure they are up to Kin's standard.



JOB ID: ES – 514 (Continued)

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- Monitor and review service contracts.
- Issues warning and notice defaults to stores to maintain operation manual and Kin's standard.

Requirements

- This position requires a Business Bachelor's degree education.
- 3-10 years of related experience and training (preferably in a chained produce).
- Strong English communication skills: reading, writing and speaking.
- Must have a vehicle to commute throughout the Lower Mainland
- Comfortable with using MS Office on the computer.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 513
JOB TITLE: Produce Buyer
Location: Richmond

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Our Buyers help shape the fresh produce industry in British Columbia by bringing the best and freshest products to market. If you are an enthusiastic strategist who enjoys putting to work both mental and physical faculties, this could be the perfect job for you!

As a Produce Buyer, you will be a catalyst for business. Apply now if you have a sharp analytical mind, are able to multi-task with the best, and have an enviable outlook in the face of all and any challenges that business presents. Attention to detail is critical. Loving changing scenarios imperative.

Through this journey in produce you will gain valuable experience in negotiations, forecasting, pricing optimization, managing product categories, working independently and within a team environment, and evaluating product quality.

Essential Skills

- Post-secondary degree
- Good command of English both written and oral
- Intermediate computer skills
- Effective communicator
- Detail-oriented with excellent follow-up
- Action focused in an extremely fast-paced environment
- Competitive compensation includes base salary, bonus program, benefits, vacation pay, and growth opportunities.

To Apply:

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For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 512
JOB TITLE: Distributor/Warehouse Clerk
Location: Richmond
Type: Full Time

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The selected candidate will be working at the Support Center located in Richmond – Ironwood

Reporting to the Distribution Manager, the Office Clerk will be responsible for the following:

- Assist in executing the Purchasing Objectives:
- Always provides the best product at the lowest cost to our customers.
- Work hand in hand with store management to maximize the stores margin contribution.
- Analyze and keep track of profiles and records.
- Research market information and prices.
- Coordinate distribution of inventory to ensure stores have the freshest produce to sell.
- Provide and prepare regular store produce reports and follow up and file purchasing team documents.
- Prepare, follow up and file Greenfield invoices and related documents.
- Place purchase order for purchasing team as instructed.
- Bill and perform reconciliation of weekly supplies order for stores.
- Arrange, negotiate and follow up (including settle bills, filing invoices. . .etc.) on store supply and maintenance issues.
- Work with Buyers and immediate supervisor to make distribution decision of daily order.
- Always initiates open discussions with Buyers and Supervisors. Acts as back up when other team members whenever it is necessary. Perform other administrative, clerical and purchasing team duties as assigned.

Ideal candidates should possess the following qualifications:

- This position requires minimum High School graduation and two years of administrative experience is an asset.



JOB ID: ES – 512 (Continued)

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- Excellent communication and negotiation skills;
- Great team player with good people skills;
- Self-motivated person, work well independently with minimum supervision;
- Good planning and prioritizing skills.

To Apply:

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JOB ID: ES – 511
JOB TITLE: Shift Leader
Location: Richmond

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Reporting to the Store Manager, this position is responsible for performing the following duties on the scheduled days of work.

Job Responsibilities

Reporting to the assigned Store Manager or to the designated Assistant Store Manager, this entry level management position supervises and coordinates the activities of Sales Associates, is responsible for opening and closing the store, provides customer service, performs the full range of cashier duties and necessary stocking duties as well as other duties.

The Shift Leader's responsibilities and duties include but are not limited to the following:

Supervisory:

- Trains, supervises and coordinates activities of Sales Associates according to the company's policies and procedures
- Plans and supervises store opening and/or closing routine, follows up on opening and closing checklists; ensures suitable products are displayed properly during closing for the next morning store opening
- Acts as a role model and motivates and guides Sales Associates to provide excellent customer service in order to reach organizational goals and objectives.

Customer Service:

- Maintains the company and store image according to the company's policies and procedures
- Greets customers and creates a friendly shopping atmosphere
- Provides information to customers and answers their questions and inquiries about products, procedures or policies
- Promotes products, such as seasonal items or specials, by performing product promotions to customers through sampling (and cooking demonstration, if required) and closes the sale
- Resolves problems that arise such as customer complaints and supply shortages

Cashier Duties:

- Operates cash registers, point of sale equipment and other equipment for processing transactions
- Receives and processes payments by cash, cheque, credit card or automatic debit accurately
- Calculates total payments received at the end of work shift and reconciles with total sales
- Balances the till at the end of the shift and prepares reports regarding cash balances



JOB ID: ES – 511 (Continued)

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- Maintains the accuracy of the store’s daily sales record and cash balance (including money in the safe and change box) and minimizes cash shortages
- Authorizes payments by cheque and the return of merchandise
- Weighs produce and bulk goods, wraps and places merchandise in bags

Stocking Duties:

- Receives, unloads and unpacks products and counts, weighs and sorts them according to company receiving procedures
- Ensures displays are full at all times and shelves are stocked with good quality products in all sections including, the Front, Middle, Outside, Veggie, Cashier Counter, Reduced and Side Sections according to Kin’s procedures
- Directs employees and leads by example to clean premises including front and back of store, eating area, office, washroom, floor, cooler, kitchen and cutting table.
- Monitors and maintains maintenance log records
- Maintains inventory of store supplies within budget to ensure supplies are sufficiently equipped for the sales floor
- Assists with inventory control and spoilage control and ensures proper tracking in the different company logs

Qualifications

- Minimum 2 years of cashier or customer service experience in a retail environment, preferably in a produce store
- Well organized with attention to details
- Able to motivate and coach employees
- Able to interact with customers in a friendly and cheerful manner
- Able to work independently and as a member of a team
- Lift 30 to 50lbs boxes periodically throughout the day
- Some supervisory experience is an asset
- Able to speak a second language is an asset
- Completion of secondary school education
- Food Safe Training is an asset

To Apply:

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JOB ID: ES – 510
JOB TITLE: Warehouse Supervisor
Location: Richmond

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Richmond, Ironwood location is currently looking for a full-time Warehouse Supervisor to work in the evening shift (5:00pm – 2:00am) from Sunday to Thursdays working.

Job Responsibilities

- Follow and execute instructions in detail. Inform his/her superior of all changes in working conditions.
- Train other employees to ensure there is coverage at all times.
- Report the outcome of any important phase of warehouse operations fully, simply and accurately to WH Management when requested.
- Show courtesy and respect to WH Management and team members at all times.
- Look for better ways of doing things and offer ideas and suggestions for improvements to WH Management.
- Make every effort to set a good example with the helpful cooperation of other supervisors / foremen.
- Make every effort to interpret and explain company and warehouse policies and procedures accurately to your team members at all time.
- Be an example to your team members both at work and at play.
- Go out of your way to pat an employee on the back when he/she does a job exceptionally well. When necessary, reprimand in private. Always remember, “Praise in public and reprimand in private.
- Learn to know your team members individually.
- Always take time to give proper and adequate instruction to new employees and make them feel at home through proper job induction and orientation.
- Always be alert to keeping your work area safe and clean. Be ever mindful of the importance of good, clean and safe working conditions.
- Work environment. Ensure workplace is safe and harassment free. Ensure employees are treated fairly and without discrimination.
- Personnel responsibilities include guidance, employee relations, interviewing, hiring and training employees; minimize labour turnover, planning, assigning, and directing work; appraising performance reviews; rewarding and disciplining.



JOB ID: ES – 510 (Continued 2/3)

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- Monitor and maintain wages, employee work schedule, and weekly wages percentage according to company standards and warehouse needs.
- Employee Development. Guide, direct and evaluate employees to be recommended for positions of responsibility. Encourage and practice self-development by reading management books and taking management courses. Provide feedback on training needs to Training Team.
- Warehouse Packing Log + Daily Shipment Pick-Up Record, Driver Loading Record (Make sure information between these documents is compatible with the information from the “Assembly Log”).
- Acknowledging receiving emails from co-workers, stores and suppliers and taking prompt action as much as possible.
- Carefully analyze every possible area of waste in the WH. Try to decide how wasted material or wasted effort can be corrected.
- Continually analyze ways and means of improving work performed in the WH. Take each job and look for possible ways that it can be performed more efficiently.
 - Demonstrate self-motivation and ability to work effectively with little or no supervision.
- Continually analyze ways and means of improving work performed in the WH. Take each job and look for possible ways that it can be performed more efficiently.
- Organize and direct activities related to the daily operation. This includes short-term planning, goal setting and targets.
- When receiving or shipping, follow respective Procedure Guidelines

Requirements

- Must have vehicle to reach the Warehouse (Transit is limited during Operating Hours).
- Physical work where constant lifting of up to 50 lbs. (around 23kg) is required
- Working inside coolers (~ 36 F) 70% of the time
- Must have steel-toed boots
- Experience at order picking and palletizing
- Attention to detail and good English communication skills are musts; accuracy is essential and one of the major performance indicators
- Personal email to receive updates and information about the company on a regular basis



JOB ID: ES – 510 (Continued 3/3)

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- The Warehouse Foreman has to have a valid BC driver's license, and a valid forklift certificate.
- Tools and Equipment: Ability to operate manual dollies, manual platform lifts, manual and power pallet jacks, lift trucks, and hand tools (hammers, screwdrivers, wrenches, etc), power tools (drills, cutters, etc.), and vehicles (cars, pick-up trucks, vans, etc.) used in warehouse operations.
- Tools and Equipment: Ability to operate manual dollies, manual platform lifts, manual and power pallet jacks, lift trucks, and hand tools (hammers, screwdrivers, wrenches, etc), power tools (drills, cutters, etc.), and vehicles (cars, pick-up trucks, vans, etc.) used in warehouse operations.
- The Warehouse Foreman must be proficient in MS Word, Excel, Outlook Express and Internet.
- Participate in planning personnel safety and warehouse protection activities. Ensure employees handle products properly and with care.

To Apply:

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JOB ID: ES – 509
JOB TITLE: Warehouse Shipper/Receiver
Location: Richmond
Type: Full Time

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Distribution Centre, in South Richmond location is looking for a full-time Shipper/Receiver. Reporting to the Logistics Manager, the Warehouse Shipper/Receiver will organize orders leaving the Distribution Centre and make sure inbound orders meet quality standards.

Responsibilities

- Organize store orders prior to shipping, according to night shift instructions and procedures;
- Make sure skid quantities per store are correct;
- Maximize, optimize loads per route always maintaining product integrity;
- Unload trucks. Make sure quantity being received matches BL/invoices and PO's;
- Conducts quality checks of incoming orders to ensure quality;
- Problem solving and trouble shooting of quality issues and perform quality reports;
- Ensure vendors adhere to CFIA labeling and packaging regulations;
- Ensure coolers and warehouse are clean, safe and well organized;
- Perform daily quality control checks as required;
- Perform prompt weight/count checks for compliance to PO's. Enter data into system;
- Create great customer experiences and offer excellent service;
- Maintain knowledge of products, quality guidelines, and handling best practices;

Required Attributes/Skills/Competencies

- Excellent interpersonal and communication skills;
- Strong organizational, and time management skills to handle a dynamic, fast-paced working environment;
- Ability to lift up to 50 pounds (for checking quality of products being received);
- Excellent attention to detail and accuracy;
- Exceptional customer service;
- Accountable, dependable;
- Possess a strong sense of ethics and integrity;
- Self-motivated and have the desire for continuous learning;
- Forklift and power jack experience is mandatory;
- Health & Safety knowledge;



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- Computer knowledge (MS Office, MS Dynamics);
- 1-2 years warehouse experience, preferably within the fresh produce industry.
- Working in a variety of temperatures zones (coolers and dry goods areas).
- Monday to Friday, from 05:00 to 13:00 hrs.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 508
JOB TITLE: Warehouse Staff
Location: Richmond
Type: Part Time

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Richmond location is currently looking for a part-time Warehouse Packer to work in the evening shift (5:30pm — 10pm) working in their warehouse.

This position will start as part-time and can potentially lead to full-time depending on performance and interests of the candidate.

Basic Requirements

- Shifts are generally 4 to 6 hours long; starting time: 17:30
- Weekend work required
- Physical work where constant lifting of up to 50 lbs. (around 23kg) is required
- Working inside coolers (~ 36 F) 70% of the time
- Must have steel-toed boots
- Must be Reliable and attend work on time
- Experience at order picking and palletizing are major assets
- Attention to detail and good English communication skills are musts; accuracy is essential and one of the major performance indicators

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 507
JOB TITLE: Warehouse Packer
Location: Richmond (Ironwood)
Type: Full Time

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Richmond, Ironwood location is currently looking for a Part-time Warehouse Packer to work in the evening shift (5:30pm – 10:00pm) working.

Basic Requirements

- Must have vehicle to reach the Warehouse (Transit is limited during Operating Hours)
- Be able to work at least 3 days a week including weekend work
- Physical work where constant lifting of up to 50 lbs. (around 23kg) is required
- Working inside coolers (~ 36 F) 70% of the time – Must have steel-toed boots
- Must be Reliable and attend work on time
- Experience at order picking and palletizing are major assets
- Attention to detail and good English communication skills are musts; accuracy is essential and one of the major performance indicators
- Personal email to receive updates and information about the company on a regular basis

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 506 [BACK TO TOP](#)
JOB TITLE: Marketing Associate
Location: Richmond
Type: Full Time
Hours: 40 hours/week, 5 days/week,
includes Saturdays & Sundays when required

Summary

To provide marketing, communications and administrative support under the supervision of the Marketing Manager

Duties and Responsibilities

To provide support to the Marketing team in the areas below:

- Events
- Media Relations
- Market Research
- Advertising
- Promotions
- Website
- Social Media
- Administration

Requirements

- Must have excellent oral and written communication skills
- Strong MS Office knowledge
- Basic Knowledge of Photoshop and InDesign
- Word Press Experience is as asset
- Basic iMovie knowledge
- A minimum of two years of college or university education in Marketing, Communications or Business Administration
- At least one year of work experience in marketing or closely related field

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 505 [BACK TO TOP](#)
JOB TITLE: Sales Associate (Stocker / Promoter / Cashier)
Location: New Westminster (Royal City Center)

New Westminster location in the Royal City Centre is hiring for stockers, promoters and cashiers.

This is a great opportunity for individuals who are looking for a flexible schedule.

Job Responsibilities

The Sales Associate's responsibilities and duties include but are not limited to the following:

Customer Service

- Maintains the company and store image according to Kin's policies and procedures
- Greets customers and creates a friendly shopping atmosphere
- Provides information to customers and answers their questions and inquiries about products, procedures or policies
- Promotes products, such as seasonal items or specials, by performing product promotions to customers through sampling (and cooking demonstration, if required) and closes the sale
- Resolves problems that arise such as customer complaints and supply shortages

Cashier Duties

- Operates cash registers, point of sale equipment and other equipment for processing transactions -Receives and processes payments by cash, cheque, credit card or automatic debit accurately
- Calculates total payments received at the end of work shift and reconciles with total sales
- Balances the till at the end of the shift and prepares reports regarding cash balances
- Maintains the accuracy of the store's daily sales record and cash balance (including money in the safe and change box) and minimizes cash shortages
- Authorizes payments by cheque and the return of merchandise
- Weighs produce and bulk goods, wraps and places merchandise in bags

Duties

- Receives, unloads and unpacks products and counts, weighs and sorts them according to company receiving procedures



JOB ID: ES – 505 (Continued)

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- Ensures displays are full at all times and shelves are stocked with good quality products in all sections including, the Front, Middle, Outside, Veggie, Cashier Counter, Reduced and Side Sections according to Kin's procedures

Qualifications

- Minimum 2 years of cashier or customer service experience in a retail environment, preferably in a produce store
- Well organized with attention to details
- Able to interact with customers in a friendly and cheerful manner
- Able to work independently and as a member of a team
- Lift 50 lbs boxes periodically throughout the day -Able to speak a second language is an asset
- Completion of secondary school education
- Food Safe Training is an asset -Personal email to receive updates and information about the company on a regular basis

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 504
JOB TITLE: Sales Associate (Cashier)
Location: Vancouver (Point Grey)
Type: Full/Part Time

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West 10th Avenue store in Vancouver is looking to hire a Part-Time Sales Associate to work as a Cashier and maybe expand to stocking and promotions through development. The employee would be expected to work full-time hours. This is a great opportunity for students to work when they are not in school.

Hours are quite flexible; must be able to work anytime between 7:30am and 8:30pm, weekdays and / or weekends.

Job Responsibilities

The Sales Associate's responsibilities and duties include but are not limited to the following:

Customer Service

- Maintains the company and store image
- Greets customers and creates a friendly shopping atmosphere
- Provides information to customers and answers their questions and inquiries about products, procedures or policies
- Resolves problems that arise such as customer complaints and supply shortages

Cashier Duties

- Operates cash registers, point of sale equipment and other equipment for processing transactions
- Receives and processes payments by cash, cheque, credit card or automatic debit accurately
- Calculates total payments received at the end of work shift and reconciles with total sales
- Balances the till at the end of the shift and prepares reports regarding cash balances
- Maintains the accuracy of the store's daily sales record and cash balance (including money in the safe and change box) and minimizes cash shortages
- Authorizes payments by cheque and the return of merchandise
- Weighs produce and bulk goods, wraps and places merchandise in bags

Qualifications

- Minimum 2 years of cashier or customer service experience in a retail environment, preferably in a produce store



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- Well organized with attention to details
- Able to interact with customers in a friendly and cheerful manner
- Able to work independently and as a member of a team
- Lift 50 lbs boxes periodically throughout the day
- Able to speak a second language is an asset
- Completion of secondary school education
- Food Safe Training is an asset
- Personal email to receive updates and information about the company on a regular basis

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 503 [BACK TO TOP](#)
JOB TITLE: Sales Associate (Cashier / Promoter / Stock Person)
Location: Vancouver (12th & Cambie)
Type: Full or Part Time

Ideal candidates must have a flexible schedule; be able to work anytime between 7:30am and 8:30pm, weekdays and weekends.

Job Responsibilities

The Sales Associate's responsibilities and duties include but are not limited to the following:

Customer Service

- Maintains the company and store image according to Kin's policies and procedures
- Greets customers and creates a friendly shopping atmosphere
- Provides information to customers and answers their questions and inquiries about products, procedures or policies
- Promotes products, such as seasonal items or specials, by performing product promotions to customers through sampling (and cooking demonstration, if required) and closes the sale
- Resolves problems that arise such as customer complaints and supply shortages

Cashier Duties

- Operates cash registers, point of sale equipment and other equipment for processing transactions
- Receives and processes payments by cash, cheque, credit card or automatic debit accurately
- Calculates total payments received at the end of work shift and reconciles with total sales
- Balances the till at the end of the shift and prepares reports regarding cash balances
- Maintains the accuracy of the store's daily sales record and cash balance (including money in the safe and change box) and minimizes cash shortages
- Authorizes payments by cheque and the return of merchandise
- Weighs produce and bulk goods, wraps and places merchandise in bags

Stocking Duties

- Receives, unloads and unpacks products and counts, weighs and sorts them according to company receiving procedures
- Ensures displays are full at all times and shelves are stocked with good quality products in all sections including, the Front, Middle, Outside, Veggie, Cashier Counter, Reduced and Side Sections according to Kin's procedures



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Qualifications

- Minimum 2 years of cashier or customer service experience in a retail environment, preferably in a produce store
- Well organized with attention to details
- Able to interact with customers in a friendly and cheerful manner
- Able to work independently and as a member of a team
- Lift 50lbs boxes periodically throughout the day
- Able to speak a second language is an asset
- Completion of secondary school education
- Food Safe Training is an asset

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 502 [BACK TO TOP](#)
JOB TITLE: Sales Associate (Cashier / Promoter / Stock Person)
Location: North Vancouver (Lynn Valley)
Type: Full or Part Time

Ideal candidates must have a flexible schedule; be able to work anytime between 7:30am and 8:30pm, weekdays and weekends.

Job Responsibilities

The Sales Associate's responsibilities and duties include but are not limited to the following:

Customer Service

- Maintains the company and store image according to Kin's policies and procedures
- Greets customers and creates a friendly shopping atmosphere
- Provides information to customers and answers their questions and inquiries about products, procedures or policies
- Promotes products, such as seasonal items or specials, by performing product promotions to customers through sampling (and cooking demonstration, if required) and closes the sale
- Resolves problems that arise such as customer complaints and supply shortages

Cashier Duties

- Operates cash registers, point of sale equipment and other equipment for processing transactions
- Receives and processes payments by cash, cheque, credit card or automatic debit accurately
- Calculates total payments received at the end of work shift and reconciles with total sales
- Balances the till at the end of the shift and prepares reports regarding cash balances
- Maintains the accuracy of the store's daily sales record and cash balance (including money in the safe and change box) and minimizes cash shortages
- Authorizes payments by cheque and the return of merchandise
- Weighs produce and bulk goods, wraps and places merchandise in bags

Stocking Duties

- Receives, unloads and unpacks products and counts, weighs and sorts them according to company receiving procedures
- Ensures displays are full at all times and shelves are stocked with good quality products in all sections including, the Front, Middle, Outside, Veggie, Cashier Counter, Reduced and Side Sections according to Kin's procedures



JOB ID: ES – 502 (Continued)

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Qualifications

- Minimum 2 years of cashier or customer service experience in a retail environment, preferably in a produce store
- Well organized with attention to details
- Able to interact with customers in a friendly and cheerful manner
- Able to work independently and as a member of a team
- Lift 50lbs boxes periodically throughout the day
- Able to speak a second language is an asset
- Completion of secondary school education
- Food Safe Training is an asset

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 501 [BACK TO TOP](#)
JOB TITLE: Sales Associate (Cashier/Promoter/Stock Person)
Location: West Vancouver (Park Royale)

Ideal candidates must have a flexible schedule; be able to work anytime between 7:30am and 8:30pm, weekdays and weekends.

Job Responsibilities:

The Sales Associate's responsibilities and duties include but are not limited to the following:

Customer Service

- Maintains the company and store image according to Kin's policies and procedures
- Greets customers and creates a friendly shopping atmosphere
- Provides information to customers and answers their questions and inquiries about products, procedures or policies
- Promotes products, such as seasonal items or specials, by performing product promotions to customers through sampling (and cooking demonstration, if required) and closes the sale
- Resolves problems that arise such as customer complaints and supply shortages

Cashier Duties

- Operates cash registers, point of sale equipment and other equipment for processing transactions
- Receives and processes payments by cash, cheque, credit card or automatic debit accurately
- Calculates total payments received at the end of work shift and reconciles with total sales
- Balances the till at the end of the shift and prepares reports regarding cash balances
- Maintains the accuracy of the store's daily sales record and cash balance (including money in the safe and change box) and minimizes cash shortages
- Authorizes payments by cheque and the return of merchandise
- Weighs produce and bulk goods, wraps and places merchandise in bags

Stocking Duties

- Receives, unloads and unpacks products and counts, weighs and sorts them according to company receiving procedures
- Ensures displays are full at all times and shelves are stocked with good quality products in all sections including, the Front, Middle, Outside, Veggie, Cashier Counter, Reduced and Side Sections according to Kin's procedures



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Qualifications

- Minimum 2 years of cashier or customer service experience in a retail environment, preferably in a produce store
- Well organized with attention to details
- Able to interact with customers in a friendly and cheerful manner
- Able to work independently and as a member of a team
- Lift 50lbs boxes periodically throughout the day
- Able to speak a second language is an asset
- Completion of secondary school education
- Food Safe Training is an asset

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 500
JOB TITLE: Expeditor/Junior Buyer
Location: North Vancouver
Type: Temporary

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Our company has offices in Vancouver, Halifax and a subsidiary, in Quebec. We have been active in the Canadian market for the last 22 years. We bring “world class best practice” to Canada, regarding Platform System Integration for Electrical, Automation and HVAC systems, we have built our reputation over the past 150 years on numerous international shipbuilding projects.

Job Summary – Reporting to the Procurement Manager, the Expeditor / Junior Buyer will join our team temporarily for 4 weeks to manage procurement activities by developing relationships with vendors and project managers in order to effectively leverage the buying power of the organization. This position will start ASAP.

The main responsibility of the Expeditor / Junior Buyer is to assist with procurement activities and by communicating with vendors and project managers regarding vendor progress as scheduled.

Responsibilities:

- Contact suppliers in order to schedule or expedite deliveries when needed and to resolve shortages, missed or late deliveries, and other problems;
- Expedite and file documentation as required;
- Create and maintain good vendor relationships by regular communication via email, telephone, or scheduled meeting;
- Report progress and concerns with team members, project teams and management;
- Assembling data and statistical information when requested for research and informational purposes for senior management;
- Create and maintain electronic and paper filing systems for all technical documents, drawings, correspondence, invoices, and other communications both incoming and outgoing;
- Follow and complete all delegated tasks as per the necessary schedule;
- Assist with Vendor sourcing & qualifying;
- Administering RFP process following Canadian contract law;
- Commercial evaluation of bids;
- Administer purchase orders / contracts; and
- Performs other tasks and responsibilities associated with this position which, may reasonably change from time to time.



JOB ID: ES – 500 (Continued)

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Minimum Qualifications:

- Undergraduate degree or post-secondary diploma in supply chain management or discipline, is an asset;
- Minimum five (3) years' buying and expediting experience working in an Engineering Project environment with technical / mechanical aptitude;
- Previous experience working with government procurement contracts an asset;
- Must be able to pass Canadian Government Controlled Goods security screening.
- Strong communication skills, written and oral in English;
- Ability to problem solve and make decisions;
- Strong negotiation and influencing skills;
- Excellent multi-tasking, time management and organizational skills;
- Possess strong ability to develop and maintain positive interpersonal relationships, with the flexibility and ability to work independently with minimum supervision and within a team environment; and
- Excellent computer skills and knowledge of MS Excel, MS Word software

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 499
JOB TITLE: Inside Sales Account Manager
Location: Burnaby

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Description

The Structured Finance team is growing and has an immediate need for an Inside Sales Professional. This position is ideal for someone with strong skills in forging new relationships, contributing to high performance team, and will be the primary contact for customers.

The Account Manager - Structured Finance Team facilitates inbound and outbound credit applications from customers with challenged credits, start-up businesses and small ticket deals.

The primary responsibilities will be:

- Work with lenders to structure an approval, for previously-declined or credit-deficient files
- Search for invoices from the Sales Site's post-auction records that matches Structured Finance Team's lending profile
- Call customers who recently purchased equipment from an auction
- Attend to customer inquiries on purchased equipment
- Educate customers and market company's financial services products to them
- Establish customer's line of credit for future purchases
- Provide customers with rate quotation information
- Seek customer's approval on the terms and conditions to finalize the deal
- Apply 'Follow the Customer strategy' when necessary

Requirements

- 2-3 years of inside sales experience in B2B sales with a consistent track-record of meeting/exceeding quota; Equipment Financing experience is a bonus
- Fluency in English and Spanish is required
- Intermediate skills with MS Word and Excel are required
- Relentlessly driven to seek new business
- Knowledge in analysis and adjudication of consumer/commercial credit is an asset
- Post-secondary degree or diploma is an asset
- Advanced numeracy skills, and able to make quick and sound decisions in a fast-paced work setting
- Strong presentation, strategic thinking, negotiation and closing skills



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- Natural ability in building authentic customer relationships, and to interact effectively with a broad spectrum of employees at all levels
- Competitive attitude while maintaining business integrity
- Excellent time management skills and the ability to multi-task
- Demonstrated ability to maintain confidentiality and to exercise discretion are important qualities
- Strong work ethic without sacrificing ability to have fun on the job

What we offer

Our team of Account Managers is the front line of our business and is directly responsible for generating new business through inbound and outbound channels while forging long term relationships. There are many opportunities for strong salespeople to advance their careers. And, we will help you achieve your own professional goals. We offer:

- Base salary plus a generous commission structure
- Comprehensive medical and dental benefits
- Centrally located, state-of-the-art, 160,000 sq. ft. LEED gold certified building, located opposite the picturesque Fraser river walk, close to public transit and minutes from shops, restaurants and services
- Subsidized on-site childcare centre, and cafeteria and free parking
- Employee lounge with TV, Xbox and sofas
- Workout facility open 24/7, featuring advanced gym equipment, bike room, full shower, changing facilities and regular fitness and nutrition programs

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 498

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JOB TITLE: Software Developer (Job Code: 1899)

Location: Vancouver

Description

We are hiring a software developer for our visual effects pipeline. To work hand-in-hand with our artists, providing the tools and technologies used to create the stunning imagery for our films. It is a highly dynamic environment, which requires a cool head, creative thinking and pragmatic problem solving. The team needs people who are able to take initiative, develop software of the highest quality, and think beyond the scope of each development task.

Our environment thrives on the ability to communicate complex problems in a simple form to team members, stakeholders and all the way through to users of the system. We require our developers to support the full life cycle of our software projects from design to maintenance, while constantly improving the software to address new challenges!

Work in a small, dynamic and growing Vancouver-based software team capable of delivering award-winning technical solutions to creative challenges. Contribute directly to the success and timely delivery of some of the most technically challenging and widely recognized movies in production.

We are looking for a software generalist with a good grasp of VFX processes and pipeline. The role is development and support focused and will engage someone who likes artist and TD interaction and enjoys creative problem solving. The projects will be diverse, spanning the gamut from Configuration Management and Bug Fixing to Katana Integration and Maya Tools.

Responsibilities Include

- Development of scripts and simple tools
- Larger-scale pipeline focused software development
- Software support of tool-sets for Artists and TDs across multiple departments
- Communication and collaboration with developers in other sites



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Skills

- VFX Pipeline/Developer Experience (3 - 5 years)
- Python, C++ (desirable), Lua, Mel, QT
- Maya and Nuke development Experience
- Katana experience desirable
- Computer Science Degree or equivalent
- Excellent written and verbal communication
- Proven technical problem solving skills

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 497
JOB TITLE: Runner (Job Code:Hold22)
Location: Vancouver

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Description

Runners are key members of our support team who are responsible for helping ensure the smooth running of our Studios as well as providing minor maintenance and other support functions. Whether you've just graduated or are looking for a career change - being a Runner with us is a great place to get started in VFX. If you have a passion for visual effects and are looking for your first opportunity in the industry then apply today.

We are a keen investor in talent and many of our Runners progress to roles within our company in the Production department - the team that provides the backbone to our VFX Studios in terms of driving through our blockbuster film projects on time and on budget. If an opportunity like this interests and excites you then read on.

What is the role?

A Runner's role is a varied, demanding yet rewarding position. No two days are the same as you will be required to provide support in a buzzing and creative Studio environment. You'll get to know every inch of our Studio as you'll be constantly on the go which means you'll get a unique insight into how everything works as well as getting to know a wide cross-section of the staff that make up our Studio team.

Duties include

- providing a first-class hospitality service for our client visits
- ensuring kitchen and communal areas are clean, tidy and fully stocked
- ensuring that the complimentary fruit bowls are regularly filled up on artists floor
- helping create and prepare client presentation materials
- organising artist meals
- external deliveries to nearby facilities and further afield
- office administrative tasks including managing internal and external post, paper shredding, photocopying

What we are looking for?

- A smart cookie who can work unsupervised and always with a positive and sunny outlook
- A friendly, enthusiastic, quick thinker who is able to use their initiative
- Someone who is happy to roll up their sleeves up and work hard, juggle multiple tasks and get things done quickly and efficiently



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- A 'doer' who can jump in and fix problems when they arise with a solution driven approach and a keen willingness to learn
- Customer service experience would be helpful but not essential
- A working knowledge of word processing and spreadsheet softwares (e.g. word, excel)
- Knowledge of visual effects would be good but not essential
- Able to work shifts and availability for weekend work as required
- Whilst we may not have a suitable vacancy within our Running team at the time you apply we will ensure that we keep in touch for future opportunities

PLEASE NOTE: We don't tend to hire VFX artists into Runner roles. If you are interested in a particular discipline (e.g. Lighting, Compositing, Animation) then please apply for that particular position on the website.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 496
JOB TITLE: Career Facilitator
Location: Burnaby
Type: Full Time
Hours: 37 hours/week, Monday – Friday,
(occasional evenings & weekends)
Deadline: September 4, 2015

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Description

We are Canadian national not-for-profit organization that provides employment programs, computer tutoring, online services and assistive technology solutions for persons with disabilities. Headquartered in Burnaby, BC, we are presently hiring for Working Together for Employers & Enhancing Employability (WTEEE) program, a federally funded project.

Under the direction of the Manager, Employment Programs, the Career Facilitator is responsible for delivering group and one-to-one sessions on employment topics pertaining to Career & Personal Development, Wellness for Work and Job Development. The Career Facilitator will also work closely under the supervision of the Senior Career Facilitator, as well as working collaboratively with Case Managers and Job Developers to support client's employment goals and action plan.

Duties and Responsibilities

- Deliver workshops and administer assessments in a group setting, one to one and round table workshop setting. Will use a combination of tools, including online learning tools (Moodle, Blackboard Collaborate)
- Facilitate both group sessions to participants and provide one-to-one support tailored to the individual's action plan
- Lead group "check in" sessions on a weekly basis to discuss client progression through the program, identify any highlights and problem solve any barriers that arise
- Collect required documents and assignments from clients throughout the program. Ensure client hard file content is in place for program for audit purposes
- Keep in close contact with every client. Ensures client progress is always up to date in program database.
- Attend regular meetings facilitated by Senior Career Facilitator to discuss curriculum/resource content, program delivery and client progress
- Ensure regular contact maintained with Case Managers, other Career Facilitators and Job Developers regarding client information and progression.



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- Ensure all statistics, case notes, reports, consents and other information pertaining to client documentation are completed on time and maintained in adherence to policies and procedures.

Education, Training, Experience and Other Requirements

- Relevant Bachelor’s Degree, Diploma in Social Sciences or a related field and/or CDP Certificate. Or an equivalent combination of education, training and experience.
- Minimum 2 years of experience in employment counseling
- Facilitation experience is required
- Knowledge and experience of employment counseling and disabilities is a strong asset
- Experience conducting various needs assessments.
- Knowledge of various assessment tools and community resources.
- Advanced computer skills using Word, Excel and Outlook
- Familiar with online learning tools
- Ability to communicate effectively both verbally and written.
- Demonstrated ability to meet deadlines and work under pressure.
- Willing to undergo a Criminal Record Check.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 495
JOB TITLE: Job Developer
Type: Full Time
Hours: 37 hours/week, Monday – Friday,
(occasional evenings & weekends)
Deadline: September 4, 2015

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Description

We are Canadian national not-for-profit organization that provides employment programs, computer tutoring, online services and assistive technology solutions for persons with disabilities. Headquartered in Burnaby, BC, we are presently hiring for Working Together for Employers & Enhancing Employability (WTEEE) program, a federally funded project.

Under the direction of the Manager, Employment Programs, the Job Developer is responsible for building lasting relationships with local employers to create long term employment opportunities for clients. The Job Developer will also work closely under the supervision of the Senior Job Developer, as well as working collaboratively with Case Managers and Career Facilitators to support clients in securing and maintaining employment.

Duties and Responsibilities

- Work collaboratively with Case Managers and Career Facilitators in understanding needs and occupational goals of clients and implement strategies for securing employment.
- Prepare participants for employment marketing (resumes, cover letters, interview prep, etc); provide job search assistance and marketing support
- Identify appropriate job leads and assist clients to access the hidden job market; support transition into employment; liaise with employers in order to generate employment leads
- Attend local tradeshow/conferences, networking opportunities and other community events
- Market wage subsidy and non-wage subsidy employer services
- Negotiate and prepare wage subsidy agreements, prepare employer documents and other required documents as needed
- Provide ongoing follow-up support to clients and employers, as needed
- Enter all program notes and job development activities into appropriate database; maintain up-to-date employer and client databases



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- Ensure all reporting for the program and other information pertaining to client documentation are completed on time and maintained in adherence to policies and procedures

Education, Training, Experience and Other Requirements

- Relevant Bachelor's Degree, Diploma in Social Sciences or a related field and/or CDP Certificate. Or an equivalent combination of education, training and experience.
- Previous employment experience in job development and client placement – specific experience working with people with disabilities and other barriers to employment is a requirement
- Knowledge and experience of employment counseling and disabilities.
- Strong understanding of labour market and employer needs.
- Must have valid BC driver's license and use of a motor vehicle.
- Willing to undergo a Criminal Record Check.

Other Skills, Abilities and Attributes

- Strong creative placement skills, ability to work with clients with disabilities with a result-oriented focus combined with patience.
- Adaptive to ongoing change, flexible, creative and able to deal effectively with transition.
- Strong computer skills using Word, Excel and Outlook.
- Must be willing to follow instructions and work well in teams.
- Organized and able to work with diverse groups.
- Demonstrated ability to meet deadlines and work under pressure.
- Ability to communicate effectively both verbally and written.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 494
JOB TITLE: Case Manager
Location: Burnaby
Type: Full Time
Hours: 37 hours/week, Monday – Friday,
(occasional evenings & weekends)
Deadline: September 4, 2015

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Description

We are Canadian national not-for-profit organization that provides employment programs, computer tutoring, online services and assistive technology solutions for persons with disabilities. Headquartered in Burnaby, BC, we are presently hiring for Working Together for Employers & Enhancing Employability (WTEEE) program, a federally funded project.

Under the direction of Manager, Employment Programs, the Case Manager is responsible for recruitment, intake process and case management of clients. The Case Manager also works collaboratively with Career Facilitators and Job Developers to support client's employment goals and action plan.

Duties and Responsibilities

- Respond to phone calls and emails seeking information on the program
- Conduct intake assessments and initial needs determination with clients
- Conduct one-on-one employment counseling and other assessments required using various assessment tools
- Manage all aspects of client action plan and refer client to other services as appropriate.
- Develop realistic and appropriate action plans for participants, review and revise action plan as required
- Keep in close contact with every client. Ensure client progress is always up to date in program database
- Ensure regular contact maintained with Career Facilitators, Senior Job Developer and Job Developers regarding client information and progression
- Ensure all statistics, case notes, reports, consents and other information pertaining to client documentation are completed on time and maintained in adherence to policies and procedures
- Facilitate and maintain positive relationships with community partners and organizations



JOB ID: ES – 494 (Continued)

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Education, Training, Experience and Other Requirements

- Relevant Bachelor’s Degree, Diploma in Social Sciences or a related field and/or CDP Certificate. Or an equivalent combination of education, training and experience
- Minimum 2 years of experience in employment counseling and case management
- Knowledge and experience of employment counseling and disabilities is an asset
- Experience conducting various needs assessments
- Knowledge of various assessment tools and community resources
- Strong computer skills using Word, Excel and Outlook
- Ability to communicate effectively both verbally and written
- Demonstrated ability to meet deadlines and work under pressure
- Willing to undergo a Criminal Record Check
- Additional language is an asset

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 493
JOB TITLE: Retail Positions
Location: New Westminster

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Walmart is opening a new store at New Westminister’s Royal City Centre Mall, 220+ positions are needed. All applications must be online, the links are provided below to view specific job positions with descriptions.

Please visit:

<http://www.walmartcanada.ca/careers/>

Application instructions:

1. Filter British Columbia jobs, then ‘**Uptown New West (6th and 6th)**’
2. Must pass online assessment, about 80 questions
3. Submit an online application and attach resume
4. A reference number will be generated after submission
5. Bring reference number to **Walmart Hiring Centre** (*CIBC Building, Suite 220 & 225, 550 6th Street, New Westminister, BC V3L 3B7 | Hours of Operation: Monday-Friday, 8am-4pm*), for in-person talk with the Store Manager or wait for an interview call from the hiring team.
6. Expect at least 2 interviews after being shortlisted

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 492
JOB TITLE: Sales Representative
Location: Burnaby & Vancouver
Type: Full/Part Time positions
Deadline: Aug 31, 2015

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Job Description

- Work on retail level at the stores
- Sell mobile phones, plans and accessories
- Must meet sales target

Qualifications

- Retail experience, preferably in the wireless communication industry

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 491
JOB TITLE: Home Staging Support Crew
Location: Vancouver
Hours: 35-40 hours/week
Salary: \$15.00/hour

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Are you energetic and creative? Physically fit?
Supportive and collaborative in a team environment?
Able to jump in and get things done under tight deadlines?

Company Description

As British Columbia's finest home staging company, we create stunning home styling that wow real estate buyers as soon as they walk up to the front door. From small condos to luxury estates, all staged home become a showpiece designed specifically to appeal to the greatest number of buyers.

We have a fantastic collection of furniture, bedding and decorative pieces to complement any home. We have been in business for over 12 years and remain the Lower Mainland's Home Staging leader. The areas of service are Vancouver, North Vancouver, West Vancouver, Richmond & Burnaby.

Responsibilities

- Unpacking and displaying furnishings/decorative items
- Packing up furnishings & decorative items
- Other staging duties at either the warehouse or project site
- Some heavy lifting required

Qualifications

- Position involves constant physical activity, requires a fit person with a strong back for lifting
- Able to work in a fast working environment, ideal candidate must be energetic
- Must have a valid driver's license (vehicle not required)

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 490
JOB TITLE: Sales Associate
Location: Richmond
Hours: 7:30am-8:30pm; include weekends, flexible

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A produce store chain is looking to hire Full/Part Time Sales Associate for their branch in Richmond Centre.

Responsibilities

Customer Service

- Maintains the company and store image according to company policies and procedures
- Greets customers and creates a friendly shopping atmosphere
- Provides information to customers and answers their questions and inquiries about products, procedures or policies
- Promotes products, such as seasonal items or specials, by performing product promotions to customers through sampling (and cooking demonstration, if required) and closes the sale
- Resolves problems that arise such as customer complaints and supply shortages

Cashier Duties

- Operates cash registers, point of sale equipment and other equipment for processing transactions
- Receives and processes payments by cash, cheque, credit card or automatic debit accurately
- Calculates total payments received at the end of work shift and reconciles with total sales
- Balances the till at the end of the shift and prepares reports regarding cash balances
- Maintains the accuracy of the store's daily sales record and cash balance (including money in the safe and change box) and minimizes cash shortages
- Authorizes payments by cheque and the return of merchandise
- Weighs produce and bulk goods, wraps and places merchandise in bags

Stocking Duties

- Receives, unloads and unpacks products and counts, weighs and sorts them according to company receiving procedures
- Ensures displays are full at all times and shelves are stocked with good quality products in all sections including, the Front, Middle, Outside, Veggie, Cashier Counter, Reduced and Side Sections according to company's procedures



JOB ID: ES – 490 (Continued)

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Qualifications:

- Minimum 2 years of cashier or customer service experience in a retail environment, preferably in a produce store
- Well-organized with attention to details
- Able to interact with customers in a friendly and cheerful manner
- Able to work independently and as a member of a team
- Lift 50lbs boxes periodically throughout the day
- Able to speak a second language is an asset
- Completion of secondary school education
- Food Safe Training is an asset
- Ideal candidates must have a flexible schedule; be able to work anytime between 7:30am to 8:30pm, weekdays and weekends.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 489

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JOB TITLE: Call Centre Representative-Collection Support

Location: Burnaby

Description

Our organization traces its roots to 1921 when we began providing leading accounts receivable management and third party collection services to credit grantors, government, telecommunications, utilities and commercial providers.

We have highly experienced managers and agents, with access to leading edge technology. Our people are skilled at helping companies recover outstanding receivables, and assisting consumers in getting back on their feet. We pride ourselves on always acting professionally and efficiently. Our compliance standards are second to none while always providing superior recoveries.

Position Summary

This role will provide top notch customer service and post-suspend collections support in a call centre environment.

Key Functions and Responsibilities

- Communicate with our clients' customers by telephone (manually or via dialer platform).
- Communicate with our customers concerning general inquiries, missing & misapplied payment inquiry, equipment inquiry, overage inquiry, credit limit inquiry, billing & balance inquiry transaction disputes, collection actions, paper statement requests, and change of service/personal information in accordance with the clients' guidelines and regulations.
- Negotiate payment arrangements with customers by form of payment in full, settlements and payment plans, according to our clients' guidelines in order to restore, and resume service where applicable
- Follow up on promise to pay and payment commitment accounts, to ensure a positive resolution and client satisfaction
- Achieve or accede quality metrics as defined by the client without sacrificing quality of service, and while consistently representing the client in a professional manner

Knowledge, Skills and Abilities

- You have strong interpersonal communication skills, and possess satisfactory written skills
- You have exceptional multi-tasking and organizational skills



JOB ID: ES – 489 (Continued 2/3)

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- You are able to cope under pressure and deliver high quality results
- You are solutions oriented
- You have above average keyboarding skills
- You are able to navigate, and use multiple computer applications/screens.
- You have a solid understanding of the customer service industry
- You are prompt, and reliable
- You are a team player
- You have basic math skills (addition, subtraction, multiplication, division, percentages)
- Personal Attributes: The CSR Agent demonstrates competence in the following areas:
 - Demonstrates FLG's core values of Ethical and Honest Behaviour, High Productivity & Performance, Positive Work Environment, and Quality Service
 - Accountability & Attention to Detail: Ability to work in an organized, and orderly fashion, in order to achieve and surpass internal standards
 - Communication: Demonstrates an adaptive communication style suitable for a wide range of individuals and circumstances
 - Resilience: Ability to remain productive and calm in high pressure/stressful situations
 - Cooperation/Teamwork: Ability to work together with colleagues to achieve common goals
 - Problem Solving: Demonstrates ability to make independent and sound decisions while negotiating with customers

Qualifications

All candidates must be extremely flexible and enjoy a "startup" mentality and environment that changes day to day, collaborate well with others and have a positive attitude. Education & Experience:

- Diploma in a related field and/or a minimum of 2 years related work experience preferred.
- Call centre experience. Hours of Operation: The contact Centre will be open 7 days a week, from 5:00am to 9:00pm.

Key Focus Areas

- Customer Service | Collections | Effective Communication | Emotional Intelligence | Negotiation Compliance | Rule & Results Orientated | Resilience

Please note that all candidates must be available and remain flexible to work during our hours of operations from 5am to 9pm.



JOB ID: ES – 489 (Continued 3/3)
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Salary to commensurate with experience, in addition to providing a great benefits package!

Required experience

- CSR experience: 1 year

Note: Please submit cover letter and resume.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 486
JOB TITLE: CNC Milling Machine Programmer/Set-Up
Location: Richmond
Salary: \$25.00/hour

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Our company have been in business since 1975 and offer stable employment. Interviews will be done using Skype or phone. We are looking for a senior team member that can ideally program and set-up milling machines and/or lathes with a preference towards milling. *If you are looking for a short term gig until the oil price goes back up, this is NOT for you.*

Job Description

- Experienced programmer in Mastercam
- Minimum 3 years experienced in CNC mill operation, preferable knowledge in HAAS CNC
- Minimum 3 years experienced in CNC turning operation preferable knowledge in Okuma CNC
- Extremely proficient in measurement skills to verify work
- Excellent reading of technical drawings and documents
- Excellent programming skills
- Basic PC skills in excel, word and spreadsheets
- Excellent machining related troubleshooting skills and ability to communicate well with machinists
- Excellent knowledge of tools cutting, speed and feeds
- Manage multiple work priorities in a fast paced environment

Knowledge and Skills Required

- 3+ years of experience on Haas / Okuma CNC machines
- High school diploma is preferred
- Solid background working with various metals
- Knowledge of tooling and tool maintenance
- Proven measurement and mathematical fraction/decimal conversion skills
- Ability to distinguish material types including Aluminum, Steel, Stainless Steel, Copper and Brass
- Candidate must have ability to remain calm during times of high activity
- Flexible schedule is required; this position requires shift work as well as some weekend work



JOB ID: ES – 486 (Continued)

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- Flexible schedule is required; this position requires shift work as well as some weekend work
- Candidate has to be a strong team player
- Candidate has to be reliable
- Candidate must have ability to remain calm during times of high activity

Additional Skills (Preferred)

- Ability to read blueprints
- Familiar with lean manufacturing principles
- Knowledge of lifting techniques
- Ability to lift heavy items 40 lbs

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 485 [BACK TO TOP](#)
JOB TITLE: Beverage Product Development & Research Technician
Location: Burnaby
Type: Full-Time
Hours: 32 – 40 hours per week, daytime, flexible hours
Salary: \$15.00-\$19.00/hour starting, based on qualifications

Responsibilities

- Plan formulations and build beverage prototypes to achieve excellent sensory, nutritional and stability goals
- Conduct basic parameter analysis on prototypes and additional samples
- Organize and maintain records and housekeeping of ingredients, costs, specifications, inventory and formulations associated with product development department
- Work with company president in ideation and prototype performance
- Work with Technical Services and Operations Managers to transition from laboratory bench to commercial production

Requirements and Qualifications

- A strong interest in taste and flavor design
- Understanding of various beverage process methodologies or experience in a processing and manufacturing environment is an asset
- Completion of BSc in Chemistry or Food or related sciences; or Completion of equivalent college or technology training or culinary training with background in sciences
- Strongest consideration will be given to candidates with experience in beverage applications
- Safe Food Handling certificate is an asset
- Prefer work experience in theoretical or basic research; manufacturing or production; product or process development; regulatory investigation
- Able to work in a fast-paced environment, under pressure and tight deadlines
- High attention to detail and comfortable with spreadsheets is an asset
- Combination of sitting, standing, walking and standing for extended periods
- Must be able to lift and maneuver up to 20 kg containers or bags



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- Bondable
- Driver's validity license check

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 484
JOB TITLE: Telecommunications Rigger
Location: Delta

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Description

Our company is a leading general contractor for wireless communications site construction in Western Canada. Our mission is to provide construction services that are performed safely, demonstrate a high standard of quality, and are conducted in a professional and friendly manner for our clients.

We are currently seeking full-time, experienced, motivated Riggers to join our team in beautiful British Columbia. We offer employees opportunities to realize their professional ambitions and develop a skills set that will last a lifetime.

Qualifications and Requirements

- High school or equivalent completion
- Minimum 3 years of rigging experience and proven ability to safely climb and work on towers up to 400 feet in height
- Proven understanding of and experience with telecommunications equipment, cables and hardware
- Willingness/availability to work overtime and/or weekends and travel out of town
- Must be able to work in a team environment, supervisory / team lead experience is an asset
- Climbing/rescue training and basic first aid training is an asset

Duties

- Erect telecommunications tower components using cables, ropes, pulleys and other equipment
- Climb and work aloft existing towers up to 400 feet
- Removal and/or installation of telecommunications mounting structures, equipment, antennas, tx-lines, cables and associated hardware
- Maintenance, testing and repair of towers, equipment, cables and hardware
- Inspect and test transmission lines, locate faults and analyze and record test results

We will offer tower climber and rescue trainings to suitable candidates.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 483
JOB TITLE: Cook
Location: Abbotsford
Type: Full Time, Permanent
Salary: \$16.00-\$19.30/hours, based on experience

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A restaurant located in Abbotsford, BC serving fresh Japanese and Korean food to local communities by developing, diversifying, and providing gourmet food since 2009.

Job Description

- Prepare and cook complete meals and dishes in the kitchen or sushi bar
- Create/develop original Japanese items such as sushi, roll, Terriyaki and Tempura
- Prepare and cook Korean hot food such as Sundubu and Bulgogi
- Manage daily kitchen operations
- Train kitchen staff

Requirement, Skills and Qualifications

- Completion of Secondary School
- 2-3 years of commercial cooking experience is required

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 482
JOB TITLE: Crew Member-Pizza Shop
Location: Langley

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Responsibilities

- Customer Service (Serving customers and cashier)
- Making pizzas
- Cleaning duties

Qualifications

- Reliable and flexible
- Must have valid Driver's License and own vehicle

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 480
JOB TITLE: Sales Lady
Location: Vancouver
Type: Full Time
Deadline: August 31, 2015

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Description

Located in Vancouver's Punjabi Market, our jewelry store is looking for an energetic, experienced sales lady for a full time job.

Responsibilities

- Sell, display merchandise, and general clean up duties
- Possess excellent communication and people skills
- Must speak fluent Punjabi, English and Hindi

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 479
JOB TITLE: Quality Control Inspector
Location: Burnaby

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A clothing manufacturer in Burnaby is looking for a Quality Control Inspector.

Responsibilities

- Perform in-line inspections and end-of-line inspection (Final) on production floor based on product specification and the company's standard manual
- Review approved production sample and comments before conducting inline or final inspections
- Inspect products for workmanship/measurements and material defects
- Record inspections results in the proper quality control log

Qualifications/Requirements

- 2 years of garment manufacturing experience preferred

We offer

- Stable full time permanent position
- Opportunity to work in a fast growing company
- Fair wage
- Competitive benefits package including MSP, RRSP matching, dental, vision care, life insurance and much more
- Fun and engaging employee events
- Truly rewarding employment experience

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 478
JOB TITLE: Press Operator
Location: Burnaby

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A clothing manufacturer in Burnaby is looking for Press Operator.

Responsibilities

- Ensure that the press machine is set up, run, and cleaned in an appropriate fashion at the appropriate time
- Lam die cut material or seam tape to garment to seal any possible leakage or seams
- Follow company regulations and procedures in order to uphold the company's quality and safety standards

Qualifications

- No experience required.

We offer

- Stable full time permanent position
- Opportunity to work in a fast growing company
- Fair wage
- Competitive benefits package including MSP, RRSP matching, dental, vision care, life insurance and much more
- Fun and engaging employee events
- Truly rewarding employment experience

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 477
JOB TITLE: Factory Mechanic
Location: Burnaby

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A clothing manufacturer in Burnaby is looking for Factory Mechanic.

Responsibilities

- Provide immediate support to factory employees experiencing technical difficulties with their machines
- Troubleshoot and resolve problems as soon as possible to ensure little to no delay in production
- Perform quality service and preventive maintenance of various sewing, taping, and press machines on a regular basis as instructed by the Manager, Maintenance
- Calibrate machinery to prevent quality problems

Qualifications/Requirements

- Sewing machine maintenance experience required

We offer

- Stable full time permanent position
- Opportunity to work in a fast growing company
- Fair wage
- Competitive benefits package including MSP, RRSP matching, dental, vision care, life insurance and much more
- Fun and engaging employee events
- Truly rewarding employment experience

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 476
JOB TITLE: Sewer
Location: Burnaby

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A clothing manufacturer in Burnaby is looking for Sewers.

Responsibilities

- Use different sewing machines to sew fabrics together
- Cut away excess threads after sewing with the trimmer on the sewing machine
- Prepare, set up, and clean the sewing machine as required in order to uphold company regulations and quality standards

Qualifications

- Sewing experience in factory setting preferred
- No experience required

We offer

- Stable full time permanent position
- Opportunity to work in a fast growing company
- Fair wage
- Competitive benefits package including MSP, RRSP matching, dental, vision care, life insurance and much more
- Fun and engaging employee events
- Truly rewarding employment experience

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 475

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JOB TITLE: Distribution Centre General Assistant

Location: Burnaby

Job Purpose: Provides general support for the smooth operation of the Distribution Centre.

Key responsibilities and accountabilities

- Organize stock, picking bin locations, and racking levels by set requirements
- Route goods to appropriate storage areas
- Put away finished goods in the proper item locations
- Provide general assistance to shipping administration
- Perform other warehouse duties as requested by the supervisor

Requirements

- Fluency in written and spoken English
- CSA approved steel toe footwear
- Attention to detail
- Organizational skills
- Ability to work independently and as part of a team
- Ability to work well under pressure to meet tight deadlines
- Warehouse experience and forklift license are assets

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 474 [BACK TO TOP](#)
JOB TITLE: Call Centre Agent-English/French (AASC-0000-FT-WB)
Location: Burnaby
Type: Full Time
Salary: \$36,000-45,000 based on experience,
plus bonus up to \$2,961-\$3,701

We are proud of our achievement as one of Canada's Top 100 Small and Medium employers for 2015 and PROFIT Magazine's Profit 500 ranking of Canada's fastest growing companies!

Established in 1974, our company has emerged as a leader in consumer financing, servicing, collections, and asset recovery services serving over 6000 businesses across Canada. Our achievement oriented organization is; always looking for driven, career and growth focused people to help take the organization to the next level.

Description

As a merchant support/sales coordinator, you will provide assistance to the company's merchants with their customer applications, and ensure high service quality and standards.

Responsibilities

- Ensuring and following up on merchant setup, training and first booking via email and phone
- Acting and behaving as the voice of the merchant – Representing the merchant's voice, needs, and concerns internally
- Following up daily on revenue generating activities including credit graded applications, supporting documents deficiencies and direct loans
- Maintaining current status of all inquiries, communication and applications in Sales force and ensuring this information is accurate and up to date
- Executing direct loans booking over the phone (directly with consumers)
- Performing outbound and new merchant calls as directed
- Periodically coordinating, compiling and sharing insights with the Marketing department to continuously improve our merchant experience

The Perks

- Referral bonus for bringing in people you know would be a good fit for our team
- Great group health and dental benefits
- Wellness program for your fitness
- Career planning that lets you set your career goals



JOB ID: ES – 474 (Continued)

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- EAP (Employee Assistance program)
- RRSP
- Education reimbursement

Success Factors

- 1 year experience in a Call Center & customer service environment
- Must be bilingual in English & French, both oral and written
- Excellent time management and organizational skills
- Strong computer skills
- Sales force knowledge and expertise is an asset
- Results oriented and organized
- Flexible schedule is an asset
- Demonstrated ability to learn new information quickly
- An empathetic personality allowing for successful team work and collaboration

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 473 [BACK TO TOP](#)
JOB TITLE: Team Leader-Call Centre (TLMS-0000-WEB)
Location: Burnaby
Salary: \$40,000-\$50,000 based on experience,
plus bonus up to \$11,029-\$13,787

We are proud of our achievement as one of Canada's Top 100 Small and Medium employers for 2015 and PROFIT Magazine's Profit 500 ranking of Canada's fastest growing companies!

Established in 1974, our company has emerged as a leader in consumer financing, servicing, collections, and asset recovery services serving over 6000 businesses across Canada. Our achievement oriented organization is; always looking for driven, career and growth focused people to help take the organization to the next level.

Description

- New Hire and ongoing team member training and coaching
- Technical Training
- Provide leadership and continued support to staff
- Review and discuss weekly stat reports provided by manager with Team Members and set goals and targets for upcoming week
- Monitor minimum 5 calls per Team Member/week and provide feedback and coaching to Team Manager and Team Members
- Complete more complex projects and escalations
- Process development and improvement
- Innovate and develop superior customer service initiatives for merchants
- Ensure that opportunities to book business are maximized while maintaining the company's credit and underwriting standards
- Reviewing and monitoring daily tasks and activities of team members to ensure accuracy and completion
- Provide reporting of activity to management as required
- Provide training to internal stakeholders
- Identify and advise of potential merchant compliance issues
- Answer merchant calls and emails (cases) and coordinate responses and ensure satisfactory closure of these cases in a timely Manner and when needed
- Maintain current status of all inquiries, communication and applications in Sales Force and ensure this information is accurate and up to date
- Follow up with merchant about incoming credit applications and supporting documents deficiencies to ensure they are resolved when needed
- Outbound calls to transactional or inactive merchants in order to promote originations



JOB ID: ES – 473 (Continued)

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The Perks

- Referral bonus for bringing in people you know would be a good fit for our team
- Great group health and dental benefits
- Wellness program for your fitness
- Career planning that lets you set your career goals
- EAP (Employee Assistance program)
- RRSP
- Education reimbursement

Success factors

- 4 years 'experience in a Call Center & customer service environment, 2 + years as a Call Center supervisor
- Must be bilingual in English & French, both oral and written
- Excellent time management and organizational skills
- Strong computer skills
- Demonstrated ability to learn new information quickly
- Bachelor's degree preferred or equivalent experience
- An empathetic personality allowing for successful team work and collaboration

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 472
JOB TITLE: Greeter (G-074-0615)
Location: Vancouver
Type: Casual
Shift: 10:30am-6:00pm - Tuesday-Friday,
7:30am-6:00pm - Saturday

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Position Summary

To represent the company in a professional and ethical manner at all times, ensuring that the customers visit meets and exceeds expectations.

Responsibilities

- Responsible for warmly greeting every guest, assist with the creation and entry of data, and introduction to appropriate Mercedes-Benz Representative or department
- Provide management with any required reports
- Perform follow up calls as necessary

Requirements

- Completion of high school diploma
- Minimum one year experience within a Customer Service role
- Computer Skills - MS Word (intermediate), MS Excel (intermediate) , and Internet applications (basic)
- Customer-focused
- Excellent oral and written communication skills
- Excellent problem-solving skills
- Team-player
- Mandarin and/or Cantonese is considered an asset
- Ability to meet the needs of a diverse client base

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 471
JOB TITLE: Lot Attendant (LA-014-0615)
Location: Vancouver-Boundary Road
Type: Casual
Shift: 8:30-5pm, Monday-Friday

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Position Summary

A Car Jockey contributes to the operational efficiency of the service department and to positive CSI results by ensuring proper vehicle traffic flow through premises and promptly cleaning all service vehicles, contributing to an overall experience that exceeds expectations.

Responsibilities

- Ensure the cleanliness (wash and vacuum) of all service customer vehicles
- Deliver vehicles to the receptionist for pick-up
- Support Service Advisors by moving and/or washing customer vehicles as needed
- Organize parking lot to maximize available parking spaces and to ensure that vehicles to be worked on are accessible for Technicians
- General housekeeping of the shop including shop floors, garbage bins, cleaning equipment, etc.

Requirements

- High school diploma or equivalent experience
- Valid class 5 driver's license with a clean driving record
- Exceptional customer service skills with the desire to exceed expectations
- Strong organizational skills
- Strong sense of personal responsibility and reliability
- Ability to perform duties with a sense of urgency
- Ability to effectively respond to and meet the needs of a diverse client base

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 470
JOB TITLE: Extrusion Operator (EXT.MSM2)
Location: Port Coquitlam

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Job Summary

- Do you want to work for a company that's been around for 45 years in BC?
- Do you enjoy a fast-paced environment?
- Do you like a work culture that allows you to pursue your career ambitions through enhanced training opportunities and grow within the ranks?
- Do you like the idea of being respected for who you are and be appreciated for all of your hard work and efforts?
- Do you like to be associated with a team of people that value hard work, honesty, hold a high degree of integrity and also like to have fun at the same time?

If you have answered **YES** to all of the above then we would like to meet you!

We are an innovative, customer-focused manufacturer of shelf edge marketing products. A privately owned company that started in 1969 , we have grown to be one of North America's leading designers and manufacturers of shelf edge labeling products for retailers, agencies, printers, display and consumer packaged goods companies. We provide tools to maximize branding and enhance the in-store shopping experience.

We offer a hard-working, team-oriented, fast-paced environment. A career opportunity, as the selected candidate will be expected to grow with the job and take on new challenges.

Responsibilities

Responsibilities shall include but not be limited to:

- Assisting in die setups
- Performing quality control checks on a routine basis
- Maintaining product tolerances
- Cleaning dies
- Packaging products based on specification
- Preparing dies and extrusion lines
- Maintaining a clean, safe work area

Expectations

You are:

- Able to work a rotating shift (this is a 24-hour, 5-day a week operation)
- Self-starter with a positive attitude that takes pride in producing a quality product
- Possess good math skills
- Strong mechanical aptitude



JOB ID: ES – 470 (Continued)

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- Detail-oriented, organized and customer focused
- Physically fit with the ability to lift 50lbs repeatedly

Qualifications

- High school graduate or equivalent
- Experience working in an industrial/manufacturing environment a strong asset
- Ability to follow detailed instruction and work independently
- Desire to learn new skills and take part in our in-house training and apprenticeship program

Note

Only resumes with cover letters that clearly illustrate why you meet the above requirements will be considered. Please submit resumes in MS Word (.doc) or Adobe Acrobat (.pdf) format.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 469
JOB TITLE: Loan Administrator
Location: Richmond

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Position Focus

Contribute to the achievement of branch targets and goals by providing administrative support to the branch lending team(s) by diligently following bank procedures and processes in an accurate, well organized and efficient manner.

Responsibilities

- Ensure all general practices performed comply with the Bank's policies and procedures to ensure a high level of customer service and maintain a satisfactory inspection rating
- Process all entries efficiently and accurately relating to new and existing loans, this includes input of information, preparation of loan advances, payments, fees, and mortgage renewals
- Maintain a personal diary program
- Maintain a high level of communication and rapport with other Loan Administrator and Manager, Loan Administration, as well as the Retail, Real Estate, Energy and Commercial Account Managers
- Assist in the maintenance and management of loan files
- Assist in the compilation, distribution, and completion of credit administration reports
- Pursue continual learning and development of personal goals to remain current of industry knowledge as well as assist to fulfill the Bank's and the individual's succession planning goals
- Additional responsibilities as assigned

Experience/Aptitude

- Minimum two (2) years administration experience. Cross-training in loan administration an asset
- Working knowledge of all policies and procedures with the applicable manuals (Operations, BSUM, Security & WAVE)
- Ability to work with minimal supervision
- Previous experience working in a financial institution with a sound understanding of banking processes
- Strong administrative ability, organizational and interpersonal skills
- Ability to effectively establish and work through priorities
- Strong attention to detail and analytical skills
- Strong knowledge of Word, Excel and thorough knowledge of BFE
- Team-oriented individual with a positive attitude

Education

- Post secondary accounting education an asset, minimum two (2) accounting courses.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 468 [BACK TO TOP](#)
JOB TITLE: Early Childhood Educator (with Infant/Toddler Certification)
Location: Vancouver
Type: Full Time
Salary: Commensurate with experience & benefits

We are the largest corporate-sponsored childcare. What does that mean? It means that companies purchase memberships with us and their employees are then guaranteed childcare spots, access to our quality programming, emergency back-up packages and flexible childcare solutions. Some families attend full time, some part time and some only once in awhile

One of the ways we do this, is by hiring the BEST ECEs out there. We are always on the lookout for new up and comers. **What does the BEST mean for us?**

- Education (Basic and/or post basic ECE and Infant/Toddler Certification)
- Ambition (We WANT to promote from within)
- Flexibility (An Above and Beyond Attitude)
- Communication (Exceptional verbal and written skills)
- Reliability (Consistency is essential for the kids)

Also,

- CPR First Aid Certification
- Clear Criminal Reference Check
- 2+ Professional References

Why you want to work with us?

- Learn new programs like Alpha Mania, Mini Masters and Munchkinetics
- Opportunities for advancement - we are opening new centres every month and are looking for new leaders
- Ability to transfer - want to move to Ontario? No problem! Apply to our internal postings!
- Comprehensive benefits package

How you can start a CAREER as an ECE with us?

- Email screening - all applicants being considered will be sent an email screening to complete. Use this as a tool to sell us on why we should pick you given what we are looking for
- Interview - when you attend an in-centre interview, come prepared with a resume, portfolio and examples of how you are the up and coming ECE that we need to have
- References - provide us with 2+ references that will tell us amazing things about you

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 467
JOB TITLE: Customer Service Representative
Location: Vancouver
Hours: 28-32 hours/week, approx. 5 hours/day
(Monday-Thursday & Saturday-Sunday)
Salary: \$11.00-14.00/hour
Deadline: Open until filled

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Company Description

Our company is a Canadian business specializing in tutoring and development of educational apps. We are looking to work with candidates who are full of self-determination, talent, and resourcefulness to join our company. Candidate who speaks limited English but is highly gifted with people skills is also welcome.

Responsibilities

Perform a variety of clerical, reception and secretarial duties such as:

- Receive clients
- Answer phone calls
- Collect tuition fee
- Copy student lessons
- Make class schedule for students and teachers
- Provide office support

Qualifications

- At least one-year recent sales experience or an equivalent combination of education, training and experience
- Ability to speak Vietnamese, Cantonese and/or Mandarin fluently
- Ability to communicate effectively, both verbally and in writing
- Working knowledge of personal computer (Word and Excel)
- Ability to operate related equipment and organize work

Note: Resume and cover letter should not be more than three pages.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 466 [BACK TO TOP](#)
JOB TITLE: Shipping Clerk
Location: Coquitlam
Hours: 40 hours/week, 8:30am – 5:00pm, Monday - Friday
Position: 1

Duties & Responsibilities

- Data entry of customer orders as well as invoicing/posting
- Maintain compliance records for all current customers and new customers
- Prepare all export documentation as required
- Handling the logistics for LTL and TL shipments
- Look after key accounts
- Miscellaneous bar code printing (I2OF5, UCC128... etc.)
- Prepare shipping documents (carton/skid labels, bols, waybills... etc.)
- Electronic data invoicing
- Prepare UPS labels for all UPS shipments
- Provide customer service (order status, inventory, pricing, freight quotes... etc.)
- Review charge backs (defective/shortage claims)
- Mailing invoices

Required Skills/Experience

- Excellent organizational, communication, and analytical skills;
- Excellent written and verbal English communication skills;
- Ability to deal with customers in a courteous and tactful manner;
- Detail oriented with the ability to maintain a high level of order accuracy;
- Good computer skills in Microsoft Office (Outlook, Word, Excel);
- Experience with Great Plains an asset;
- Self-starter with the ability to work with minimal supervision;
- Ability to multi-task in a fast-paced environment;

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 457
JOB TITLE: Various Positions-Casino
Location: Vancouver
Type: Full Time/Part Time

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*****Candidates must be at least 19 years old to apply*****

Open Hourly Positions:

- Cage Cashier (Casual)
- Count Team Member (Casual)
- Pit Clerk (Casual)
- Porter
- Poster (Casual)
- Bistro Server
- Cocktail Server
- Cocktail Server (Casual)
- First Cook
- Line Cook
- Prep cook
- Guest Services Representative (Casual)
- Promotions Clerk (Casual)
- Slot Host
- Surveillance Operator 2
- Casino Administrator
- Dealer Training Class
- Experienced Table Games Professional

Open Salaried Positions:

- Food & Beverage Shift Manager
- Director of Food & Beverage
- Director of Marketing
- Cage Shift Manager (Contract)
- Casino Host (P/T)

Please visit:

www.edgewatercasino.ca for full description of job responsibilities and requirements. You may also submit your application online and inform your career facilitator or employment counselor.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 454 [BACK TO TOP](#)
JOB TITLE: Heating, Ventilation & A/C (HVAC) Technician
Location: Various
Schedule: 40 hours/week

Company Description

We are a well respected company in the Lower Mainland and have been in the mechanical industry for over 50 years. We are one of the largest companies involved in the preventative maintenance of commercial and strata owned buildings and we are looking to add another team player in our constantly growing service company.

We are looking for people who have a great attitude – we are very committed to providing a positive experience for all of our clients.

Job Duties

- Service and repairs to HVAC equipment, including MUA's, packaged RTU's, forced air heating systems, boilers, heat pumps, cooling towers, and other building mechanical systems
- Able to communicate and build a good working relationship with our new and long standing customers
- Perform appropriate paperwork

Qualifications

- Refrigeration Ticket
- Class "B" gas with electrical endorsement
- Valid driver's license
- ODS Certificate
- Minimum 5 years experience

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 453
JOB TITLE: Plumber
Location: Various
Hours: 40 hours/week
#Positions: 3

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Company Description

We are a well respected company in the Lower Mainland and have been in the mechanical industry for over 50 years. We are one of the largest companies involved in the preventative maintenance of commercial and strata owned buildings and we are looking to add another team player in our constantly growing service company.

We are looking for people who have a great attitude – we are very committed to providing a positive experience for all of our clients.

Requirements

- Require valid BC driver's license
- Requires minimum of 5 years experience as plumber

Additional Details

- Full time technician for large service company
- Excellent wages and benefits
- Company cell phone
- Company vehicle

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 452
JOB TITLE: Customer Service Representative/Receptionist
Location: Vancouver

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Description

We are a commercial furnishing company looking for a full time trainee customer service representative/ receptionist, who must be able to work in a fast paced environment. The ideal candidate will be an organized multi-tasker who takes on challenges with enthusiasm, has excellent attention to detail, and is eager to learn.

Responsibilities

- Answer all incoming calls, greet walk-in clients
- Manage front showroom, keep organized and ready for clients
- Make and track appointments efficiently
- Provide administrative support
- Project professional image - this person will be the face and voice of the company
- Contact customers
- Create and update customer files

Requirements

- Minimum 1 year reception
- Strong command of the English language
- Must be able to search and move around the internet using search engines and Google applications
- Perform general clerical duties to include, but not limited to: product ordering, product shipping, customs documents, data entry, and filing
- Microsoft Word and Excel, although more extensive computer knowledge is an asset
- High customer service skills, active listening
- Detail-oriented and possesses strong organizational skills
- A team player capable of interacting professionally with both staff, vendors and customers
- Adaptability and flexibility to deal with last minute changes to ensure highest level of service for staff and clients; strong time management skills
- Ability to work to achieve tight deadlines with constant change requests from staff & clients

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 445
JOB TITLE: Drivers
Location: Richmond
Type: Seasonal

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Company Description

Be part of the leading independent, global in-flight catering and provisioning company.

Responsibilities

- Our drivers are responsible to bringing all food products, equipment and supplies up to the aircraft's galley using a high-lift truck.

Requirements

- **Must** have a Class 5 BC driver's license
- Special training will be provided, but you must have a clean driving record

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 444
JOB TITLE: Final Assemblers/Dispatchers
Location: Richmond
Type: Seasonal

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Company Description

Be part of the leading independent, global in-flight catering and provisioning company.

Responsibilities

- Responsible for assembling an airline galley to the specifications of the customer.

Requirements

- The candidate we are looking for should have good interpersonal and communication skills, have a very good eye for detail, and strong physical attributes

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 443
JOB TITLE: Food Production/Tray Assembly/Cook
Location: Richmond
Type: Seasonal

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Company Description

Be part of the leading independent, global in-flight catering and provisioning company.

Responsibilities and Requirements

- With your knowledge of food safety and manual dexterity, this position assembles food products into trays, or assists in prepping of food items as part of catering in-flight meals.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 442
JOB TITLE: Export Sales Coordinator
Location: Coquitlam
Schedule: Monday-Friday, 8:00am – 4:30pm or as required

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Job Purpose

To coordinate needed export documentation and provide sales support.

Job Description & Duties

- Coordinate orders (entering and tracking orders with various internal departments)
- Coordinate shipments and documents accompanying each order overseas
- Support the Export Sales Department in various duties
- Provide regulatory support for the Export Division
- Provide excellent customer service to an existing and growing list of customers
- Liaise internally with the Export Sales team, Marketing, Regulatory Affairs Department, Quality Assurance Department, Shipping Department, Forecasting Department, etc.
- Liaise externally with provincial/federal entities for attestation and for product legalization
- Provide monthly reports on the export sales
- Monitor websites to ensure latest information and edits have been completed
- Maintain the export product list up to date
- Other duties as assigned by the Export Sales Director

Requirements

Technical

- Proficient in Microsoft Word, Excel, Access, and Outlook are essential
- Strong organizational abilities, attention to detail and communication skills are critical
- Good communication skills (both written and verbal)
- Valid BC Driver's license
- Ability to effectively communicate in one or more foreign languages is an asset
- 3 years of experience in export Sales and diploma in Natural Health Food Industry an asset
- Experience in Regulatory Affairs in either pharmaceutical or NHP manufacturing an asset
- Natural Health product knowledge an asset
- Extensive knowledge of Syspro an asset
- Ability to manage multiple projects & competing priorities an asset

Attributes

- Self-motivated and willing to take on a broad range of tasks and learn new skills
- Excellent interpersonal skills and team player

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 441
JOB TITLE: Coating Operator
Location: Coquitlam
Schedule: Sunday-Thursday, 10:15pm – 6:15am

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Job Purpose

Utilize available film coating techniques, equipment and materials to produce quality coated tablets, hard capsules and soft gel capsules by properly following all given instructions including work procedures, **Standard Operating Procedures (SOPs)** and **current Good Manufacturing Practices (cGMP)**

Job Description & Responsibilities

- Follow and adhere to all given instructions including work procedures, **Standard Operating Procedures (SOPs)** and **current Good Manufacturing Practices (cGMP)**
- Strictly adhere and observe all safety policies as outlined in the company policies and training sessions
- Move products between warehouse and coating station before and after coating process
- Retrieve the work order based on coating schedule, inspect and ensure the completeness of the work order document
- Read and understand coating process requirement on work order and determine optimal parameters (speed, temperature, air flow, flow rate and pan load, etc.) for the coating process
- Dispense correct coating materials and accurate amount required by MIL and prepare coating solution by following mixing procedures and coating SOP
- Load products into the coating pan and apply coating solution to product through coating control system
- Fill out process check every 30 minutes on work order document and closely monitor the coating progress
- Discharge coated products to prepared clean pails, weigh and record the pails. Seal the pails and lift them onto pallets for transfer
- Complete work order documents per GMP requirement
- Perform proper line clearance between products
- Clean coating pan and room per cleaning SOP
- Ensure good housekeeping around working area
- Cover coworkers' breaks on other coating machine if required
- Work in other departments or perform other duties in product area if required



JOB ID: ES – 441 (Continued)

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Requirements

Technical

- Previous experience in film coating an asset
- Mechanically inclined preferable
- Precise and accurate with numbers for GMP forms
- GMP knowledge is an asset

Attributes

- Excellent punctuality and attendance
- Able to contribute and work as a team in a positive manner
- Shows respect for company and co-workers
- Physically able to regularly bend and lift from 20 to 50 pounds as well as able to stand for extended periods of time

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 440
JOB TITLE: Encapsulation Machine Operator
Schedule: Sunday-Thursday, 10:15pm – 6:15am

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Job Summary

Under the direction of the Supervisor/Lead Hand, Encapsulation Operator is responsible for all activities related to the encapsulation of the two-piece hard shell capsule product as per MMD document by adhering to the work procedures (WPs), the Standard Operating Procedures (SOPs) and current Good Manufacturing Practices (cGMPs) that are in effect to ensure the quality and quantity of product produced.

Job Description & Responsibilities

- Competently operate encapsulation machinery individually as well as within a team environment
- Read and follow the work order requirement prior to the production
- Clean and setup Encapsulation machine, accessories and rooms within the standard time frame per SOP requirement
- Ensure proper machine startup check and complete the paperwork against MMD before starting production
- Monitor the Encapsulation machine operation and perform in-process capsule weight check, making adjustments as necessary
- Match all labels with the work order
- Perform trouble shooting during production
- Other duties as required

Job Requirements

- Demonstrate ability to speak and read English fluently
- Mechanically inclined for machinery maintenance
- Respect for authority and company policy
- Team player
- Demonstrate values for productivity and quality
- Safety conscious
- Attention to detail and accuracy with numbers
- Knowledge of encapsulating and GMP an asset

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 435
JOB TITLE: Materials Handler
Location: Coquitlam
Schedule: Monday-Saturday, 2:00pm – 10:30pm (flexible)

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Job Description & Responsibilities

- Responsible for Power Equipment Operation.
 - Follow safety procedures while operating forklift and power pallet jack
 - Daily power equipment inspection
 - Take care of forklift/power pallet jack battery maintenance
 - Provide a safe work place for other workers
- Responsible for the efficiently and timely performance of materials warehouse functions.
 - Staging all required packaging components to the packaging lines
 - Verify and return all bulk & packaging components from packaging lines
 - On returned materials, check and count all items returned from manufacturing department
 - Notify Warehouse Supervisor and Inventory Coordinator when any discrepancies occur
 - Ensure that log sheets are accurately recorded
 - Ensure that staging & returning areas are organized
 - Support cycle count of bulk products, raw materials and packaging components inventory
 - General warehouse duties as assigned
- Responsible for establishing and maintaining effective communication, organization, and working relations with company personnel and with management
 - Support warehouse personnel as needed
 - Keep management appropriately informed of area activities and of any significant problems
 - Attend and participate in staff meetings as required
- Responsible for related duties as required or assigned
 - Ensure that warehouse is clean, secure, and well maintained
 - Complete miscellaneous assignments as required

Job Requirements

- Forklift Certified (can be certified in-house)
- Knowledge of Syspro, Microsoft Office
- Ability to multi-task
- Must be reliable and on time
- Good knowledge of packaging components, bulk and warehouse procedures



JOB ID: ES – 435 (Continued)

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- Good communication skills both written and verbal
- Well organized
- Willing to take any necessary work
- Ability to work quickly with time restraints
- Accuracy in verifying counts and logging
- Cooperative attitude, willingness to meet challenging deadlines if required
- Excellent customer service
- Respect for authority and company policy
- Willing to work overtime
- Safety conscious

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 434
JOB TITLE: Packaging Line Operator
Location: Coquitlam

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Job Description & Responsibilities: (not limited to)

- Cleaning and sanitizing machines and work areas
- Equipment adjustments to set equipment to meet specified quantity on work order
- Changing equipment/machine parts as needed
- Prepare packaging line for operation by filling equipment with product and bottles
- Ensure caps, seals, labels, lot number and expiry date are correct
- Periodically check bottle weights and make adjustments where required
- Packaging bottles in boxes and labeling boxes
- Assemble boxes and trays
- Accurately complete all necessary paperwork
- Follow and adhere to all given instructions including work procedures, Standard Operating Procedures (SOPs) and current Good Manufacturing Practices (cGMP)
- Strictly adhere and observe all safety policies as outlined in the company policies and training sessions
- Other duties as assigned

Requirements

- The ability to speak and read English fluently
- Basic math skills
- Mechanically inclined for troubleshooting and machinery maintenance
- Physically fit (able to stand during entire shift and lift up to 25-30 lbs)
- Attention to detail and accuracy with numbers
- Respect for authority and company policy
- Good communication skills
- Positive attitude
- Team player
- Safety conscious
- Previous packaging experience and knowledge of GMP an asset

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 430
JOB TITLE: Paint Laborers
Location: Various
Type: Seasonal (summer to December)
Salary: \$11.00-\$12.00/hour, starting
#Positions: 2

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Description:

A painting and renovation company is looking for 2 full-time paint laborers over the summer (till December). Most of the work is in the Tri-Cities, Pitt Meadows and Maple Ridge, but on occasion the work might be in Vancouver.

Own transportation preferred but not required.

The payment is \$11 - \$12 for people with no experience; higher for those who after the first day can show they have experience/skills.

This employer is open to hire people who can speak any of the four languages:

- English
- Farsi
- Turkish
- Russian

Resume is not required, please contact ERS directly.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 425 [BACK TO TOP](#)
JOB TITLE: Hotel Housekeeper/Room Attendant
Location: Richmond
Hours: 8 hours shift, between 6am -4pm
Salary: \$13.00-\$16.00/hour (depending on experience)
Deadline: July 31, 2015, start immediately
#Positions: 100

Duties and Responsibilities

- Clean guest rooms per hotel specifications

Qualifications/Requirements

- Previous Hotel Hospitality experience in Housekeeping Department required

Note: Please provide cover letter and resume.

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment Counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 420

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JOB TITLE: Room Attendant/Housekeeper

Location: Surrey (Guilford)

Duties

- Clean hotel room
- Prepare beds
- Replenish supplies

Requirements

- Physically fit, able to lift up to 50 lbs (mattress) and stand, walk for long hours
- Attention to details, organized with good time management skills
- Able to effectively communicate with supervisors and team members
- Willing to work on weekends and on-call basis with flexible schedule
- Service mind, team spirit and ability to work independently

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment Counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES – 409
JOB TITLE: Greeter (G-004-0515)
Location: North Vancouver
Type: Casual
Shifts: Monday-Thursday 7:30am to 4pm,
Friday 9:30am to 6pm
#Positions: 1

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Position Summary

To represent the company in a professional and ethical manner at all times, ensuring that the customers visit meets and exceeds expectations.

Responsibilities

- Responsible for warmly greeting every guest, assist with the creation and entry of data, and introduction to appropriate Mercedes-Benz Representative or department
- Provide management with any required reports
- Perform follow up calls as necessary

Requirements

- Completion of high school diploma
- Minimum one year experience within a Customer Service role
- Computer Skills - MS Word (intermediate), MS Excel (intermediate) , and Internet applications (basic)
- Customer-focused
- Excellent oral and written communication skills
- Excellent problem-solving skills
- Team-player
- Ability to meet the needs of a diverse client base
- Valid Driver's license

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment Counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES - 403 [BACK TO TOP](#)
JOB TITLE: Lead Sales Advisor
Location: Various Locations (Downtown/Surrey/Langley)
Type: Part Time, Casual
(Potentially lead to permanent role)
Hours: Flexible
Salary: \$12.25/hour starting, \$13.00/hour once fully trained

Description

- Suited for individual who would like to demonstrate a variety of products within a wholesale warehouse
- Enjoys providing great customer service to the members while making some income
- An enthusiastic personality is an asset
- possibly 2 of the 5 scheduled shifts each week supervising staff

Requirements

- Must have intermediate computer skills
- type 35 wpm
- food background and previous management experience an asset - great opportunity for individual looking to enter into a management career (room for advancement for the right individual too)

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment Counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES - 402
JOB TITLE: Sales Advisor
Location: Various
Type: Part Time, Casual
Hours: Flexible
Salary: \$11.50/hour

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Description

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JOB ID: ES - 401 [BACK TO TOP](#)
JOB TITLE: Kitchen Worker
Location: Vancouver (VGH)
Type: Permanent, Part Time, 25 hours a week
(after 3 months probation)
Hours: Monday-Friday, 7:30am – 1:00pm or 2:00pm
Salary: \$10.25/hour

A salad bar located in a hospital is looking for a worker with kitchen and cashiering experience. One-week training will be provided, 5days, around 10 to 15 hours.

Requirements:

- Must speak English
- Food safe basic certificate
- Must have SIN numbers
- Kitchen and cash register experience
- Be able to Carry
- If under Work Permit, requires more than 10 month validity

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment Counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



JOB ID: ES - 390
JOB TITLE: Network Administrator
Location: North Vancouver

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Description

We are an energetic and exceptionally innovative company, with over 500 employees. Our ongoing success stems from an uncompromising passion to continuously challenge, and radically improve, the status quo. At the foundation of our organization is a dynamic team of exceptionally talented, fun, and active people.

Our modern head office is located on Vancouver's picturesque North Shore, near the Second Narrows Bridge. We promote a casual and fun work environment that supports and encourages work-life balance. We also have plenty of parking, a bike room, indoor staff bouldering gym, frequent summer BBQs and other events, as well as a great employee discount.

We are looking for an individual who Installs, configures, and supports the LAN, WAN and Internet systems, maintains network and server hardware and software, monitors and reacts to network availability, and supports the ERP system and the releases of our software.

Ideally you will have:

- A post-secondary level diploma or degree
- Knowledge of hardware and network implementation requirements
- Understanding of software setup and configuration utilities
- Solid communication skills for explaining concepts and processes to end-users
- Strong trouble-shooting skills for problem-solving
- Ability to be on call 24/7 or always ready when needed
- Highly skilled in the following: MS Active Directory, Exchange server 2007, Windows server 2003-08; Windows XP-07, VMWare, Cisco router, HP switch, IIS 6.0-IIS 7.0, SQL 2005-2012, Raid setup and configuration, VPN, VDI
- Working knowledge of the following: MS Office 2007, Gerber Accumark hardware/software, MCSE
- Working knowledge of the Visual Studio environment, TFS, Knowledge of Apple systems, Casper Server

Your responsibilities will include (but are not limited to):

- Provide support and troubleshooting for network and server hardware and software
- Ensure all backups and disaster recovery systems are operating correctly and are tested regularly
- Maintain and administer user accounts

Your responsibilities will include (but are not limited to):

- Provide support and troubleshooting for network and server hardware and software
- Ensure all backups and disaster recovery systems are operating correctly and are tested regularly
- Maintain and administer user accounts
- Support, troubleshoot, and administer the corporate telephone systems
- Support the software development team and web team with software and website releases
- Support and maintain remote connectivity software
- Install server upgrades, patches, new servers, and server software; includes both physical and virtual devices
- Support and maintain VMware environment
- Maintain and develop network logs and repair records
- Provide backup for desktop support personnel as required
- Setup and support of wireless AP
- Support and troubleshoot Motorola and Datalogic handheld scanners
- Foster and maintain a collaborative working relationship with the parent company
- Provide support to the Manager, Infrastructure as required

NOTE: Please include **1504-NA-web** on the subject line for email applications, resume and cover letter required.

To Apply:

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For others, please contact 604-684-3599, or email settlement.employment@issbc.org.



Arts / Media / Design Jobs

[ES-367 VFX Production Coordinator-Vancouver](#)



JOB ID: ES - 367
JOB TITLE: VFX Production Coordinator
Location: Vancouver
Type: Contract, 12 Months
Salary: \$41,000 - \$50,000/Annually

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Description

This is one of the world's leading visual effects (VFX) studios, creating high-end VFX for the advertising and feature film industries.

We are constantly looking for the best talents in the world, enthusiastic people that come to work every day with the desire to be a part of some of the best work in the industry.

Our Production team is responsible for managing the artists, schedules and client expectations of all of our film VFX work.

If you have a passion for production then we want to hear from you - all levels are welcome!

You would be an absolute superstar if you possessed the following skills:

- Previous experience in a VFX environment
- Knowledge of Excel, Project, Filemaker and/or other tracking softwares (e.g. Shotgun)
- Strong communication and administrative skills

To Apply:

For individuals already registered in ISSofBC programs, please contact your Employment Counselor or Career Facilitator.

For others, please contact 604-684-3599, or email settlement.employment@issbc.org.