



**Jobs Summary:** **Account Assistant (Summer Contract)** - HUB International / **Mechanical Engineer, P.ENG.** - Can Art Aluminum Extrusion Inc. / **Maintenance Mechanics** - G&K Services Canada Inc. / **Registered Massage Therapist** - Bayshore HealthCare / **Warehouse Manager** – Ground Effects / **Junior Construction Observer** - Dillon Consulting Limited (Windsor) / **Digital Content Producer** - Bell Media Windsor / **Assistant Manager Pop Up** – Lululemon / **Educator Pop-Up** – Lululemon / **Millwright** – ADM / **Senior Commercial Logistics Manager** – Vistaprint / **Assistant Manager** – RW & CO. / **Mechanical Engineer-In-Training** - Dillon Consulting Limited / **Accounts Payable Process Coordinator** - Hiram Walker & Sons Ltd. / **GL Accountant** - Hiram Walker & Sons Ltd. / **Analyst, Travel And Entertainment** - Hiram Walker & Sons Ltd. / **Credit Analyst** - Hiram Walker & Sons Ltd. / **Accounts Payable Analyst** - Hiram Walker & Sons Ltd. / **Level 2 Help Desk** - TEKsystems, Inc / **Call Center Agent** - Shift Digital Dynamic Marketing (Windsor) / **Welder and Fabricator** - FCF Custom Fabrication (Oldcastle) / **Design Consultant** - Bertoni Chairs & Things / **Human Resources Intern** – FCA Canada Windsor / **Construction Worker (Residential Home Construction)** - Coco Homes / **Painter** - Meloche Windows Ltd. / **Materials Planner** – Ground Effects / **Forklift Operator and General Labour** - ANM Industries / **General Labourer** - Advantage Engineering Inc. (Oldcastle) / **Limousine Driver** - Unique Tool & Gauge Inc. / **HR Business Partner** - FREEDOM Mobile / **Production Supervisor** - STM Logistics & Manufacturing / **Assistant General Manager** - Fogolar Furlan Club / **TPT Various Packaging Positions** - Jamieson Laboratories Ltd. / **Glazier Metal Mechanic** - D&M Glass & Mirror Ltd / **Computer Operator Department of Information Technology Services** – University of Windsor / **Major Gift Officer Odette School of Business** – University of Windsor / **Professional Practice and Privacy Officer** - Windsor-Essex County Health Unit / **Director of Sales & Marketing** - Powerball Technologies Inc. / **Director, Project Services** – Next Dimension / **Managed Services Systems Engineer, Senior** – Next Dimension / **Group Underwriter** - Green Shield Canada / **Neighbourhood Coordinator (LTC/RH)** - Village of Aspen Lake / **Human Resources Recruiter** - Mucci Pac Ltd. (Kingsville) / **Mine Development Supervisor** – K&S Windsor Salt / **Quality Continuous Improvement Specialist** - Valiant TMS / **Robot Programmer** - Valiant TMS / **Robot Simulation Designer** - Valiant TMS / **Scheduler** - A.P. Plasman (Tilbury) / **PT Production Packer** – Sunset Produce (Kingsville) / **Tax Analyst** – FCA Canada Windsor / **Pharmacy Technician** – Windsor Regional Hospital / **Accredited Records Technician** – Windsor Regional Hospital / **Genetic Counsellor** - John McGivney Children's Centre / **Quality Engineer** – Ground Effects / **Manufacturing Engineer** – Ground Effects / **Mold Making Apprentice** – Windsor Mold Group / **Maintenance Leader** – Windsor Mold Group / **Manufacturing Supervisor** – Flex N Gate / **Corporate Tooling Engineer** – Flex N Gate / **Quality Engineer** – Flex N Gate (Tecumseh) / **Machinist, CNC** - Technicut Tool Inc. / **Installer, Kitchen Cabinet** - DZ Contracting / **Registered Nurse Telehealth** - Sykes Assistance Services Corporation (Work from Home) / **Farm Labourer** - W.J O'Neil & Sons LTD. (Maidstone) / **RMT (Registered Massage Therapist)** - Buzek Chiropractic Clinic (Leamington) / **Truck Trailer Mechanic** - Highway 77 Truck Service (Leamington) / **Manager, Quality Control Services** - Emrick Plastics Precision Plastics (Amherstburg) / **Poultry Preparer** - Belwood Poultry Ltd. (Amherstburg)

### **Account Assistant (Summer Contract) - HUB International**

Windsor, Ontario

#### **Position Overview:**

- HUB International's vision is to be the leading sales and service organization in the insurance industry.
- HUB International is currently looking for an Account Assistant to support our Windsor team for the summer duration starting in May to August. The Account Assistant will work independently, use MS Office skills, insurance systems and provide administrative support for assigned teams or projects. Responsibilities will vary dependent on business needs and will require flexibility, a positive attitude and a willingness to learn and assist. This is a great opportunity to gain valuable work experience and the opportunity to work with Insurance Brokers while exploring various insurance career options. HUB may be your preferred choice of insurance employer upon graduation. Come work for an industry leader!

- This is an ideal role for a student interested in a career in insurance and who can commit to the full summer duration. We also welcome students that can continue working for HUB on a part time basis during the school year pending available opportunities and business requirements.

#### **Responsibilities:**

- Provides administrative assistance to assigned Account teams
- Processes renewal and endorsed policies in our broker management system
- Distributes incoming correspondence to the appropriate branches or individuals
- Enters new policy applications, ordering appropriate reports in an accurate and timely manner into our new client management system.
- Maintains and update client information accurately
- Maintains daily and download transactions from insurers
- Works with various insurance company databases
- Reception support where required
- Uploads client specific information
- Receives and takes appropriate action with incoming documents.
- Handles incoming and outgoing mail and courier deliveries including sorting, opening and stamping.
- Reviews account renewals and conducts follow-up activities, as assigned.
- Identifies insurance policies that are subject to price increases and refers these files to the appropriate individual for further action.
- Prepares letters and other documents related to client accounts, etc.
- Other duties as assigned

#### **Qualifications and Experience:**

- Proficient in MS Office Suite: Word, Excel, and Outlook
- Strong attention to detail, effective time management and organizational skills.
- Strong interpersonal, written, and verbal communication skills required
- Ability to work independently and in teams
- Knowledge or experience in insurance an asset

#### **Core Values:**

- Entrepreneurship -encouraging innovation and educate risk taking
- Balance -balancing corporate duty with personal growth
- Integrity – doing things right every time
- Teamwork – working together to maximize results
- Discipline -focused on goals
- Accountability –measure and take responsibility for outcomes
- Service – serving customers, communities, and colleagues
- HUB International offers a full spectrum of insurance and related services, including Property/Casualty, Home & Auto, Employee Benefits, Wealth Management and Risk Services, to a large and diverse client base. Internationally we are a leading insurance brokerage offering products and services with offices in Canada and the US. Take the first step toward creating a future that combines a diverse and challenging work environment in a rapidly growing company that offers significant opportunity for advancement and growth.

#### **LINK:**

<http://hubcareers.jobs/windsor-on/account-assistant-summer-contract-windsor/77B2CF9A5E3F43CE832063DC692ABB5A/job/>

#### **Mechanical Engineer, P.ENG. - Can Art Aluminum Extrusion Inc.**

- Position: Mechanical Engineer, P.Eng. Location: Windsor, ON Start Date: Currently Accepting Applications  
Description: Must be a High Energy self-starter with keen abilities related to mechanical design, manufacturing processes, process improvements, trouble shooting, project management and implementation. PLC experience and TS16949 exposure are highly recommended. Requirements/Qualifications: Ontario Accreditation or Equivalent required with 10 years' experience in manufacturing setting. P.Eng Contact: [Wendy@canart.com](mailto:Wendy@canart.com)

- Can Art is an equal opportunity employer with a commitment to empower a highly skilled work force. If you are interested in joining our team, please complete our application and send it in to [jobs@canart.com](mailto:jobs@canart.com) along with a copy of your resume. Alternatively, you can fax your information in to us at Brampton (905-791-9151), or Windsor (519-727-6434).

**LINK:**

<http://www.canart.com/careers-mechanical-engineer.html>

**Maintenance Mechanics - G&K Services Canada Inc.**

-308695

**JOB SUMMARY:**

- Main Job Functions: a) Performs routine and specialized maintenance of facility and equipment under minimal supervision, and b) maintains compliance to the appropriate external regulations and internal maintenance policies.

**Purpose/Objectives of Job Functions:**

- a) To ensure safe and cost effective operation of the facility and equipment
- b) to ensure safe and environmentally sound maintenance practices which comply with both government regulations and G&K policies.

**Key Working/Business Relationships :**

- Internally - Maintenance Staff, Production, Plant and General Managers, Production Workers, Regional Engineer, Regional Director of Operations, Corporate Engineering and other Maintenance Staffs,
- Externally - Contractors, Equipment Suppliers, Chemical Suppliers, Local Utility and Vendor Representatives.

**ESSENTIAL JOB FUNCTIONS:**

**- ADMINISTRATIVE WORK:**

- What? Participates in meetings, can prepare and maintain thorough records and files
- Why? To ensure a proper level of communication and documentation
- When? As required,
- Guidelines/Assistance? Local, Regional and Corporate staff
- End Results? Good communication, accurately maintained records and files. Update CMMS daily/weekly.

**- PREVENTATIVE MAINTENANCE RELATED WORK :**

- What? Performs predefined preventive maintenance procedures at specific time intervals
- Why? To minimize downtime and maintenance cost. To provide for safe efficient operations and manage equipment efficiencies,
- When? At predefined intervals
- Guidelines/Assistance? G&K PM Logs, Regional & Corporate Engineering
- End Results? Minimum downtime and maintenance cost.

**- EQUIPMENT REPAIR WORK:**

- What? Performs downtime repair work,
- Why? To maintain proper production levels
- When? As required
- Guidelines/Assistance? Equipment Suppliers & Manuals, Regional & Corporate Engineering, Other G&K Maintenance Staff/Personnel
- End Results? Proper and timely repairs are made.

**- PROJECT WORK (NON-CAPITAL) :**

- What? Performs predefined equipment or facility work
- Why? To maintain equipment and facility at optimum level for production
- When? As determined by prioritization
- Guidelines/Assistance? Prioritization from Project Logs and Regional Engineer, additional G&k Maintenance resources as required
- End Results? Plant at optimum operational level.

**EDUCATION REQUIREMENTS:**

- High School or college education, or equivalent, plus specialized course work beyond High School.

**WORK EXPERIENCE REQUIREMENTS:**

- 3-5 years of maintenance work experience.

**SKILLS AND COMPETENCIES:**

- Trade skills in one or more: welding, electrical, mechanical, HVAC, instrumentation, boilers.

- Ability to interpret and understand maintenance manuals and blueprints which are written in English.

**SPECIALIZED KNOWLEDGE, LICENSES etc.:**

- Familiarity with CMMS programs (Computerized Maintenance Management Systems).

- Millwright license / Electrical would be an asset

- Job - Maintenance
- Primary Location - CA-Ontario-Windsor-Windsor-507
- Schedule - Full-time

**LINK:**

<https://gkservices.taleo.net/careersection/gk.careersection.external.001/jobdetail.ftl?job=308695&lang=en>

**Registered Massage Therapist - Bayshore HealthCare**

- Job Type: Part-Time
- Employment Status: Contract
- Location: Windsor, ON
- Work Area: Windsor/ Leamington Region.
- Job Category: Therapy & Rehab
- Level: Support
- Industry: Healthcare
- Company URL: [www.bayshore.ca](http://www.bayshore.ca)
- Years of Experience: 1-3
- Number of Positions: 1
- Languages: English
- Contact Email: [swrecruitment@bayshore.ca](mailto:swrecruitment@bayshore.ca)
- Bayshore HealthCare is one of the country's leading providers of home and community health care services and a Canadian-owned company. Its services are purchased by government care programs, insurance companies, workers' compensation boards, health care organizations, the corporate sector and the public. The Bayshore brand extends across four business divisions: Bayshore Home Health (medical and non-medical home care and staffing services), Bayshore Specialty Rx (specialty pharmacy, infusion and pharmaceutical patient support services), Bayshore Therapy & Rehab (physiotherapy and rehabilitation services) and Bayshore Dialysis (dialysis centers). The company's goal is to enhance the quality of life, well-being, dignity and independence of Canadians of all ages. Bayshore HealthCare has been a recipient of Canada's 50 Best Managed Companies award since 2006.

**Job Summary**

- Bayshore Therapy & Rehab's Seniors Wellness program provides physiotherapy and related services in long-term care and retirement homes, and provides community-based programming to seniors with the goal to build strength and maintain mobility.
- The Seniors Wellness program is seeking a Registered Massage Therapist (RMT) to provide services in Windsor/Leamington Region.
- The Massage Therapist will service clients in a long-term care home, retirement home, and/or community setting. The Massage Therapist will assess and treat each resident's individual treatment program and ethically provide efficient service, delivered in accordance with the College of Massage Therapists of Ontario and company policies.
- The RMT will obtain a thorough health history and relevant client data before performing a comprehensive initial physical and functional assessment.

**Required Competencies:**

- College Diploma in Massage Therapy from an institution recognized by the College of Massage Therapists of Ontario.
- Member in good standing with the College of Massage Therapists of Ontario.
- First Aid/CPR certified.
- Ensures that all documentation, charting, referrals, consent forms and other applicable documents are maintained in an organized and accessible format, in accordance with Bayshore policies and College regulations.
- Purchases & maintains malpractice insurance in keeping with College of Massage Therapy's guidelines.
- CPR/AED certification.
- TB testing required upon hiring.
- Successful applicants will possess a Vulnerable Persons Screen, or agree to acquire one within 30 days of employment.
- Proof of Malpractice Insurance upon hiring required.

**Duties and Responsibilities**

- Supports carrying out the day to day tasks and goals as set by the rehab team.
- Enables client to live independently at home and in the community through providing support.
- Cues client as required for ADLs and IADLs.
- Reinforces safety measures with client.
- Medication monitoring, reminders, education.
- Reinforces behaviour management principles and acceptable social skills.
- Monitors triggers that are adverse to client's well-being.
- Supports re-integration into the community.
- Drives client as necessary.
- Observes and documents client conditions, reports unusual events or changes in the client's condition to the rehab team and/or nursing supervisor.
- Attends team meetings as requested.
- Understands and implements infection prevention practices.
- Participates in ongoing internal and/or external continuing education activities.
- Adheres to Bayshore Policies and Procedures.
- Participates in quality activities and continuous improvement initiatives in keeping with the company's Quality Management System.
- Participates in proactive Health & Safety activities while performing all duties. Is responsible to notify immediate Supervisor of any Health & Safety risks or concerns.
- Maintains confidentiality of client and corporate information and discusses same only with appropriate Bayshore personnel.
- Completes other tasks as requested.

**Experience**

- Ability to communicate verbally and in writing in either English. Demonstrated ability to follow written and verbal instructions as related to supportive care. Exceptional interpersonal skills and ability to work independently and as part of a team. Valid driver's license and reliable vehicle. Current criminal reference check and vulnerable sector screen.

**How to Apply**

- Bayshore is an Equal Opportunity Employer. We encourage all candidates who have the right mix of skills, abilities and a passion for excellence to apply. To apply, email us at [swrecruitment@bayshore.ca](mailto:swrecruitment@bayshore.ca).

**LINK:**

<https://www.bayshore.ca/job-details/?JobID=39468>

**Warehouse Manager – Ground Effects**

- Ground Effects is looking for a Warehouse Manager to join our production team at our largest packaging facility in Windsor, Ontario.

**Job Duties:**

- Reporting to the Plant Manager, the Warehouse Manager will be responsible for overseeing the warehouse operations.

- Provide leadership and direction to shipper, receivers and EDI Department.
- Maintains physical condition of warehouse by planning and implementing new design layouts, inspecting equipment; issuing work orders for repair and requisitions for replacement.
- Ensure that orders are released in the chronological order (FIFO) with exception to various customer needs.
- Ensure that worker area is equipped with proper work instructions and procedures to carry out shipping activities.
- Ensure all work in process is properly tagged in accordance with procedures and instructions.
- Ensure that the O.H.S.A. and internal safe operating principles are in place and adhered to and comply with any orders and requirements of inspectors, directors and other agents from the M.O.L.
- Assist in developing and initiating an effective health and safety attitude and participate in continuous safety training.
- Assist in the creation and implementation of quality control plans.
- Review and disposition of nonconforming products and assist in providing solutions in prevent of their re-occurrence.
- Oversee product handling to ensure products are properly handled so as to prevent damage and stored in designated areas.
- Oversee inventory levels.
- Provide input in continuous improvement and APQP meetings. In addition, provide continuous review of departmental processes to improve overall efficiency.
- Perform other duties as assigned by Plant Manager

#### **Job Requirements**

- Must have 3-5 years' experience as a Warehouse Manager in a manufacturing environment.
- Min grade 12 education required; further education is a definite asset.
- Must be familiar with TS 16949/ISO requirements, OHSA and Significant Environmental Aspects including: Propane (Lift Truck Fuel), Surplus Resource Utilization/Energy Use, Waste Management, Use of Hazardous Materials (WHMIS)
- Must be team oriented and have exceptional communication skills.
- Must have excellent organizational skills.
- Strong computer skills in window applications.
- Please reply by email to [hr@gfxltd.com](mailto:hr@gfxltd.com) or by fax to 519.946.0747. Only the selected candidates will receive a response. Thank you for your interest

#### **LINK:**

<http://www.gfxltd.com/employment?opp=59>

#### **Junior Construction Observer - Dillon Consulting Limited**

- Dillon Consulting Limited is a well established, employee-owned, professional consulting firm which operates across Canada and internationally. We provide a wide range of consulting and design services related to the infrastructure, real estate, resource, industrial and government sectors in Canada and abroad.
- We are currently seeking candidates for the position of Junior Construction Observer in our Windsor office.

#### **Responsibilities**

- On-site construction observation of infrastructure projects in the Windsor-Essex area
- Ensuring that projects are constructed in general conformance with the contract documents
- Regular coordination with the Project Manager, client and general public
- Monitoring and witnessing of required testing activities to ensure that testing is being carried out at the prescribed frequency and that the results meet the specifications
- Completion of daily records of conditions, site activities, and work progress
- Support of contract administration as required
- Opportunities for in-office work as availability dictates including preparation of design drawings in CAD

#### **Qualifications**

- A diploma in civil engineering technology



- Eligible for registration as a Civil Engineering Technologist (CET) or Certified Technician (CTech) in the province of Ontario upon completion of the mandatory work requirement
- Previous construction observation experience and knowledge of land surveying equipment would be considered an asset
- Experience in engineering for municipalities and/or the land development industry will be considered an asset

#### **Experience**

- Working knowledge of relevant municipal/provincial standards and regulatory requirements
- Knowledge of contract administration services and requirements
- Ability to work independently and as a member of a team
- Ability to balance competing priorities and adhere to strict deadlines
- Well developed verbal and written communication skills to interact effectively with clients, contractors and the public
- Proficient in the use of current AutoCAD software; working knowledge of Civil 3D/Land Desktop software will be considered an asset
- Related Services

#### **LINK:**

<http://www.dillon.ca/careers/career-opportunities/details/junior-construction-observer>

#### **Digital Content Producer - Bell Media**

- Date: Mar 16, 2017
- Location: Windsor, ON, CA
- Req Id: 159787
- Bell is a truly Canadian company with over 137 years of success. We are defined by the passion of our team members and their belief in our company's vast potential.
- To ensure we continue to be recognized as Canada's leading communications company, we're committed to finding and developing the next generation of leaders. This means creating best-in-class career and development opportunities for our employees.
- If you're passionate, driven and find yourself seeking interesting work, new challenges and continuous learning opportunities, then we want you to join our team.
- Bell Media is Canada's premier multimedia company with leading assets in television, radio and digital media, including CTV — Canada's #1 television network, and the country's most-watched specialty channels. It is a critical component of Bell's commitment to leverage strategic investments in broadband networks to offer Canadians the best available content on any of the four screens they choose: television, smartphone, tablet and computer.
- Posting Date: March 16, 2017
- Closing Date: March 31, 2017
- Position: Digital Content Producer
- Location: Windsor, Ontario
- Salary: Commensurate with qualifications and experience
- We are looking to hire a knowledgeable and passionate web professional. The Digital Content Producer will be responsible for making our four radio stations look great online while maximizing engagement and meaningful interactivity with listeners.
- The Digital Content Producer will work with the local stations, and be part of a larger team creating a healthy interactive business within our web and social media sites. This position's focus is on content and content management. It is NOT a Web Developer position or an IT role.

#### **Responsibilities:**

- Create and publish a variety of content types for CKLW-AM, CKWW-AM, CIMX-FM and CIDR-FM
- Work directly with various content providers and the national content team to acquire and distribute content
- Work closely with all station personnel to disseminate permissions and workload as well as populate the site with fresh content

- Present a user experience that is meaningful and engaging to the listeners
- Collaborate closely with the in-house Graphic Designer to produce custom high quality collateral
- Collaborate closely with Account Executives to produce custom high level advertising solutions that deliver strong R.O.I.
- Collaborate with Programming/Promotions to create a meaningful and viral database member experience
- Build and maintain social networking tools i.e. Facebook and Twitter

#### **Skill Requirements**

- Post-secondary degree/diploma in graphic/multimedia design
- Graphic design experience/skill with a hip/contemporary design sensibility
- Proficient with Photoshop, Illustrator and Dreamweaver
- Video editing skills is a plus
- Experience working with HTML, CSS, JavaScript, Polopoly and BURLI is a plus
- Demonstrated creativity in engaging users
- Must possess strong short form feature writing skills
- Must be organized and able to handle multiple assignments
- Excellent interpersonal skills and has a positive attitude
- Superior time management skills
- Must be resourceful
- Ability to work in a fast paced, customer focused environment
- Attention to detail is extremely important and the ability to work within prescribed guidelines
- TC:BM \*LI-SH
- Bilingualism is an asset (English and French)

#### **Additional Information:**

- Position Type: Non Management
- Job Location: Canada : Ontario : Windsor
- Application Deadline: 03/31/2017
- Please apply directly online to be considered for this role. Applications through email will not be accepted.
- Bell is committed to fostering an inclusive, equitable, and accessible environment where all employees and customers feel valued, respected, and supported. We are dedicated to building a workforce that reflects the diversity of the communities in which we live and serve, and where every team member has the opportunity to reach their full potential.
- Created: Canada, ON, Windsor

#### **LINK:**

<https://jobs.bce.ca/job/Windsor-Digital-Content-Producer%2C-Bell-Media-ON/396647900/>

#### **Promotions Coordinator - Bell Media**

- Date: Mar 16, 2017
- Location: Windsor, ON, CA
- Req Id: 159785
- Bell is a truly Canadian company with over 137 years of success. We are defined by the passion of our team members and their belief in our company's vast potential.
- To ensure we continue to be recognized as Canada's leading communications company, we're committed to finding and developing the next generation of leaders. This means creating best-in-class career and development opportunities for our employees.
- If you're passionate, driven and find yourself seeking interesting work, new challenges and continuous learning opportunities, then we want you to join our team.
- Bell Media is Canada's premier multimedia company with leading assets in television, radio and digital media, including CTV — Canada's #1 television network, and the country's most-watched specialty channels. It is a critical component of Bell's commitment to leverage strategic investments in broadband networks to offer



Canadians the best available content on any of the four screens they choose: television, smartphone, tablet and computer.

- Position: Promotions Coordinator, CKLW-AM WINDSOR RADIO, Bell Media
- Posting Date: March 16, 2017
- Closing Date: March 31, 2017
- Location: Windsor, Ontario
- Salary: Commensurate with qualifications and experience
- Hours of Work: 37.5 hours per week. Various shifts. Days, Evenings & Weekends including holidays

**Responsibilities:**

- Assist in planning of and to organize and implement promotions and contests
- Ensure visibility and understanding of the stations' brand in the community
- Co-ordinate, execute, attend and oversee station promotions, on-site events
- Co-ordinate staff for station promotions and appearances
- Monitor station websites/social media sites while contributing accurate and current information
- Schedule station contesting and manage prize inventory
- Maintain station vehicles and imaging tools (e.g. signage, clothing, station games)
- Attend sales, programming and promotions meetings as required
- Related duties and projects as assigned

**Qualifications:**

- Formal education from a recognized broadcast / communications program considered an asset
- 2-3 years of experience in promotions and event marketing
- Detail oriented with strong organizational, interpersonal and communication skills (written, oral)
- Ability to think creatively, conceptualize ideas and find opportunities
- Ability to work under pressure, handle associated stress and react quickly and accurately to daily deadlines within a collaborative atmosphere
- Self-starter, able to work with minimal supervision as part of a team
- Strong computer, web site and social media skills
- Valid driver's license and passport required
- TC:BM \*LI-SH
- Bilingualism is an asset (English and French)

**Additional Information:**

- Position Type: Non Management
- Job Location: Canada : Ontario : Windsor
- Application Deadline: 2017-03-31
- Please apply directly online to be considered for this role. Applications through email will not be accepted.
- Bell is committed to fostering an inclusive, equitable, and accessible environment where all employees and customers feel valued, respected, and supported. We are dedicated to building a workforce that reflects the diversity of the communities in which we live and serve, and where every team member has the opportunity to reach their full potential.
- Created: Canada, ON, Windsor

**LINK:**

<https://jobs.bce.ca/job/Windsor-Promotions-Coordinator%2C-Bell-Media-ON/396646000/>

**Assistant Manager Pop Up – Lululemon**

- REFERENCE #: 019060
- LOCATION: Windsor , Ontario , Canada
- JOB FAMILY GROUP: Store Operations
- lululemon athletica is seeking a highly capable leader who is passionate about developing others and connecting with the community as our Assistant Store Manager. The key objective of this position is to partner with the

Store Manager to develop incredible leaders, grow the business, and positively impact the surrounding community.

#### **What you will do**

- The role will combine the life-altering potential of wearing stretchy pants to work every day while talking health, fitness and yoga to your guests and community. The assistant store manager is responsible for certain aspects of the store operations and the strategy and development of the team and community, as determined by the Store Manager. They play a key role in ensuring that all areas of the business are fulfilled and that there is an exceptional level of education on the retail floor by training, coaching, and developing a team that delivers the lululemon guest experience. The assistant store manager also builds capabilities within the store team to drive strategy and achieve results for the business, today and tomorrow. Our assistant store manager emanates the lululemon culture, is a lover of fitness and sweaty endeavors, and is committed to creating amazing experiences for those around them.

#### **The life of our pop up assistant store manager**

- Passionately leads and educates on our product, community and culture on the retail floor and in the community
- Takes a stand as an advocate for lululemon athletica's values and guest experience
- Oversees the execution of certain deliverables on the Manager '80/20 Checklist', as delegated by the Store Manager.

For example, Inventory, Product or Community Events

- Present on the retail floor, as a floor manager and Educator, a minimum of 32 hours per week
- Represents her/his store at all required meetings, events and conferences, under the direction of the Store Manager
- Acts as a coach to Educators & Key Leaders and plays a hands-on roll in their development
- Under the direction of the Store Manager or Regional Manager, performs/completes other additional project, duties, and assignments as required and/or by request

#### **What are the technical skills necessary to perform this role?**

- Minimum one year's work experience in retail / sales management, or an equivalent management role
- Bachelor's degree in business, marketing, retail or related field
- Working knowledge of MS Office (Word, Excel and Outlook)
- Detail oriented and highly organized
- Ability to multi-task and coordinate ongoing projects, plans and people development
- Works well under pressure and meeting tight deadlines
- Love of brainstorming, problem-solving, being creative and resourceful
- Positive attitude and contagious enthusiasm for lululemon, community and people.

#### **To Apply for this position:**

- If you are seeking a position in a company which fosters and supports health and fitness, personal development, growth, change, responsibility and overall success please submit your resume and cover letter directly to this posting.
- NOTE: Only those applicants under consideration will be contacted. Please accept our utmost appreciation for your interest.

#### **LINK:**

<http://info.lululemon.com/stores/ca/Windsor/Devonshire/jobs/assistant-manager-pop-up-019060>

#### **Educator Pop-Up – Lululemon**

- REFERENCE #: 019057
- LOCATION: Windsor , Ontario , Canada
- JOB FAMILY GROUP: Store Operations

#### **THE MISSION OF AN EDUCATOR (the Role):**

- Educators at lululemon athletica do just that! They educate! Their main role is to effectively educate our guests on the fabrics, features, fit and function of our product, our culture and the communities we belong to. By educating guests we empower them to make decisions for themselves based on the facts that we offer them. By doing this, the guesswork is taken out of shopping for customers, and a 'Wow! It's You!' guest experience is created, leaving customers with the knowledge to educate others on behalf of lululemon athletica. Authentic conversations are key to delivering the ultimate guest experience by relaying your experiences with lululemon

products to the guest. Involvement in teamwork is highly emphasized and the focus is placed on turning a 'no' into a 'yes' whenever possible.

#### **A DAY IN THE LIFE OF AN EDUCATOR (the Tasks):**

##### **Education and Guest Experience:**

- Provides guests with world-class 'education' and guest experience in the areas of product, culture, and community by speaking authentically about product use through their own experiences
- Product Education: communicates special features, benefits, fabric properties, usage, and best care instructions
- Culture Education: 'demonstrates', the culture held within the company, including: attitude of fun, respect, support, empowerment, encouragement, passion, interaction with other staff, and in-store discussion of lifestyle (i.e. yoga, fitness, health and fun)
- Community Education: ensures guest is aware of in-store community bulletin board – for information and resources regarding yoga and other health, fitness and related community information

##### **Floor Duties:**

- Creates excitement and FUN for our guests on the retail floor
- Receives/processes stock received from warehouse, involving: unpacking, counting, tagging as required, folding, sizing and placing on the floor, with overflow stock in back room and stored areas
- Assists in preparing the store for the day including: replenishing garment styles and other merchandise by color, size, and quantity requirements; folding, sizing, and merchandising as required
- Answers phone inquiries as required
- Ensures stock replenishment in work areas
- Ensures items from change rooms are returned to appropriate area - sized and tagged
- Prepares pants for hemming including pinning, completing necessary documentation (customer/store hemming slip); and educating regarding timelines for completion
- Arranges for mail and/or delivery, as required, to other locations and/or warehouse
- Completes assigned clean up evening duty
- Utilizes the Point of Sale cash system, processes payments, refunds and exchanges and issues gift cards
- Prepares alterations for pick up the next day
- Unpacks boxes for inventory as required. Boxes can weigh 10 - 30 lbs
- Under the direction of the Store/Assistant Manager performs/completes other additional project, duties, and assignments as required and/or by request

##### **EDUCATOR MUST HAVE'S (the Knowledge, Skills and Qualifications):**

- Passion, knowledge and involvement in yoga, and/or other fitness, health or sports activities required. We expect that you will be enrolled in participating in weekly fitness activities in and out of the store with the store team
- Strong personal sense of style and athletically minded
- Upbeat, optimistic, passionate, friendly and authentic
- Excellent team player and ability to work independently
- Responsible and dependable
- Proactive and solution-oriented
- Excellent communication skills – verbal and written
- Extraordinary guest interaction, organizational and time management skills
- Ability and willingness to accept and provide feedback
- Completion of grade 12 education – preferred
- Strong problem solving and decision-making skills.
- General computer knowledge.

##### **AN EDUCATOR'S WORKING DAY (the Hours):**

- We expect all full-time employees to be available to open and close, at a minimum, twice per week. We expect all part-time employees to be available to open and close a minimum of once per week. Everyone must work one weekend day. Part-time is 19 hours or less per week; full time is 20-40 hours per week. Time is spent educating on the retail floor.

**SELF DEVELOPMENT AND LEARNING (the Growth):**

- Proactively acquires knowledge/education regarding company general information, news bulletins, store policy, processes, quality control, new garments/styles, customer feedback/experiences, and staff information/communiqué.

**LINK:**

<http://info.lululemon.com/stores/ca/Windsor/Devonshire/jobs/educator-pop-up-019057>

**Millwright – ADM**

- Function - Hourly
- For more than a century, the people of Archer Daniels Midland Company (NYSE: ADM) have transformed crops into products that serve the vital needs of a growing world. Today, we're one of the world's largest agricultural processors and food ingredient providers, with approximately 32,000 employees serving customers in more than 160 countries. With a global value chain that includes approximately 500 crop procurement locations, 250 ingredient manufacturing facilities, 38 innovation centers and the world's premier crop transportation network, we connect the harvest to the home, making products for food, animal feed, industrial and energy uses. Learn more at [www.adm.com](http://www.adm.com).
- Position Title: Maintenance Millwright
- Oilseed Division – Windsor, Ontario Plant
- This is an Hourly unionized position reporting to the Maintenance Superintendent

**Job Description:**

- The ADM Windsor, Ontario oilseed plant is seeking two (2) candidates for the position of Maintenance Millwright. Normal work hours are Monday through Friday, eight (8) hour shifts, 7:30AM to 4:00PM, with an unpaid lunch. There is also a rotation of an afternoon shift from 3:30PM to 12:00AM. Duties of a Maintenance Millwright are to maintain all equipment to required standards and provide support for preventive and failure based maintenance as required by the plant needs. Must be willing to take after hours trouble calls and respond to facility as needed. This is an hourly unionized position which involves shift work, some weekend work and call outs after hours.

**Responsibilities:**

- Primary responsibility of the Maintenance Millwright is to maintain all aspects of mechanical equipment and power transmission including, but not limited to:
- Working within established safety standards and practices,
- Troubleshooting mechanical failures,
- Repairing, rebuilding and maintaining equipment,
- Demonstrating a strong team member attitude while being able to work independently with minimal supervision,
- Recommending changes, modifications or upgrades of equipment to improve machine reliability and performance,
- Reading equipment drawings and documentation,
- Documenting work, modifications to equipment, etc.,
- Communicating well both in writing and verbally.

**Requirements:**

- The candidate must have a high degree of mechanical competence supported by a journeyman ticket and at least two (2) years of experience as a journeyman.
- The candidate must have a strong knowledge of all applicable OHSA standards, GMP's, HACCP and other applicable food and feed safety standards. The candidate must have regular, prompt attendance, have the ability to climb stairs, lift 55 pounds, sit and stand for long periods, be able to work in confined spaces, work with heights, bending and kneeling. The candidate must be able to work in a plant environment in a variety of environmental conditions including inside and outside, hot and cold temperatures and dusty environments.
- The candidate must be familiar with standard concepts, practices and procedures within industrial maintenance. Creativity in problem solving is required. The candidate should have experience with coupling and coupling

alignments, conveyors, safe rigging practices, hydraulics, cutting, grinding, and welding. Creativity in problem solving is required, able to work under time constraints and must be adaptable, dependable and a self-starter. The candidate is expected to initiate work based on general instructions from management.

- The candidate must be willing to work shift work or holidays as required and must be able and willing to work overtime. The candidate must be able to complete Company sponsored training as required.

#### **Experience and Skills:**

- Must be familiar with and able to work on the repair and maintenance of all processing equipment in the plant. This includes, but is not limited to pumps, conveying systems, gearboxes, milling roll equipment, grinders and filtration equipment.
- The candidate must be willing to work overtime, call-ins, weekends and holidays.
- Must have excellent communication skills - both oral and detailed written are needed to be effective in this position.
- Must be able to utilize independent judgment to solve problems, have excellent organizational skills to effectively handle multiple ongoing tasks and strive for continuous improvement.
- General knowledge of software systems such as Microsoft Office applications is an asset.
- This position offers a complete benefit package, including retirement, health, life, vision and dental insurance. Tools and equipment for the position will be provided by ADM.
- ADM is committed to Employment Equity and is an Equal Opportunity Employer. The successful completion of a pre-employment medical and reference check is required.
- Ref ID #LI-DNP

#### **LINK:**

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1817823&partnerid=25416&siteid=5429&JobSiteId=5429>

#### **Senior Commercial Logistics Manager – Vistaprint**

- Job ID 21167
- Category Supply Chain & Logistics

#### **Job Description**

- In this highly strategic role, you will be responsible for implementing and overseeing major logistics operations projects within the Vistaprint logistics organization. You will execute a regional comprehensive logistics and distribution strategic plan which will drive optimal customer service and profitability. This role is responsible for key initiatives and manages critical Logistics and Distribution responsibilities.

#### **Your role will involve**

- Being responsible for the performance of the Americas logistics fulfillers within the Vistaprint plant network, working closely together with the local Logistics plant operations leads
- Assisting the individual plant sites with such matters as developing suitably structured procedures and actively help to define the related processes
- Establishing key team accountabilities and develop operational plans to successfully deliver superior customer service both domestically and internationally
- Support of other functions, such as 3rd party fulfillment (3PF) as required by the business unit to allow 3PF to connect and/or use our network if feasible
- Developing relationships with external logistics partners to target sustainable cost reduction, service level improvements and maintenance of highest quality levels
- Developing reports and key performance criteria to evaluate all logistics partners at regular intervals and ensuring that agreed upon Service Level Agreements (SLAs) are met
- Working proactively and maintaining effective relationships and strong communications with the various management teams, including Marketing, Customer Service (CARE), Production and Finance
- Encouraging the development of improvement actions from within the team and with our external logistics partners
- Providing direction, management and project leadership in shipping system management initiatives that enable a more effective utilization of information and resources
- Ensuring timely responses to customer issues/ complaints

- Researching and performing root cause analyses on issues than working with the Global Shipping Software Team (FSW), CARE, Marketing, Production, Quality Assurance and Logistics teams to respond, mitigate and prevent issues from recurring
- Responsibility for reviewing and approval of courier invoices, rebate and shipping spend budgeting process and management

**In return you will bring:**

- Bachelor's degree, a minimum of 5 years of experience in Supply Chain Management or relevant logistics position
- Strong background in Line Haul and Last Mile (B2B & B2C) execution
- Firm grasp of E-Commerce challenges, concepts, practices and procedures
- The capacity to influence areas that are not under your direct control to achieve objectives
- Ability to develop individuals and teams for organizational success
- Ability to confidently converse with and present to senior management and external partners
  - This role can be based in Windsor, Canada or Detroit, USA.
  - Equal Employment Opportunity Employer:
  - Vistaprint is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, sexual orientation, veteran status or marital status. Vistaprint welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**LINK:**

<https://jobs-vistaprint.icims.com/jobs/21167/senior-commercial-logistics-manager/job?mobile=false&width=1366&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

**Assistant Manager - RW&CO. - Devonshire Mall - Windsor**

- Division : RW & CO.
- Status : Regular - Full Time
- City : Windsor
- Posting Date : 2017-03-16
- Reference Number : WINDSOR-11420

**Description :**

- RW&CO. is the one-stop destination for both men's and women's polished cool city wear. Our collections inspire confidence and individual style from workday to weekend. We're bringing dressy back, will you be part of it?
- We are looking for a talented Assistant Manager to join our team!
- Reporting to the Store Manager, the Assistant Manager is the customer service expert and brand ambassador. Their key focus is to support the Store Manager and ensure that customers are served according to customer experience standards and achieve sales targets.

**A typical day will also include the following:**

- o Making business priorities come to life via superior planning and goal setting;
- o Creating a positive environment where employees are proud to contribute and be brand ambassadors;
- o Providing feedback and coaching to fashion associates to help them reach their goals.
- o Delegating tasks/activities in order to meet expectations and timelines;
- o Being groomed to become a Store Manager.

**Requirements :**

This opportunity might be for you if you are customer driven; you go out of your way to make your customers smile.

- o You are passionate about the fashion industry and have 1 to 3 years of experience in management;
- o You thrive working in a fast-paced environment
- o You have strong problem-solving skills and excel at relationship building;
- o You have the ability to coach others and prioritize and delegate tasks.
- o You have the ability to work a flexible schedule to meet the needs of the business.
- By the way, did you know that our brand is part of Reitmans Canada Limited (RCL as we affectionately call ourselves), that has over 800 Canada-wide locations represented by several exciting fashion apparel banners.



- There are many ways to wear a career at RCL! #ReadytoRCL
- Recruitment-related accommodations for disabilities are available to applicants who are selected for an interview. Please notify the interviewer in advance of any accommodations you require.
- We thank all applicants. Only selected candidates will be contacted.

**LINK:**

<http://reitmans.cvmanager.com/cvm5/displaydetail.aspx?tn=jobs&mode=view&recid=12458&lang=e&region=qc&tp1=jobdetail&sid=9>

**Mechanical Engineer-In-Training - Dillon Consulting Limited**

- Dillon Consulting Limited is a well established, employee-owned, professional consulting firm which operates across Canada and internationally. We provide a wide range of consulting and design services related to the infrastructure, real estate, resource, industrial and government sectors in Canada and abroad.
- We are currently seeking candidates for the position of Mechanical Engineer-In-Training in our Windsor office.

**Responsibilities**

- Assistance with the preparation of reports and project memos
- Project coordination of a variety of projects across the company
- Assistance to project managers and engineers with detailed design and contract administration for mechanical projects related to building heating, ventilation, air conditioning, plumbing, and fire protection
- Drafting support for multi-disciplinary projects
- Preparation of tender and contract documents
- Liaison between clients, sub-consultants and contractors.
- Business travel upon request

**Qualifications**

- A degree in mechanical engineering;
- Minimum of six months related work experience
- Eligible to be licensed with PEO;
- Valid driver's license;

**Experience**

- Strong written and verbal communication skills;
- Working knowledge of Revit as a Building Information Management (BIM) design tool will be considered strong asset;
- Construction and consulting experience considered an asset;
- Knowledge and understanding of basic building mechanical systems, layouts and construction observation principles.
- Related Services

**LINK:**

<http://www.dillon.ca/careers/career-opportunities/details/mechanical-engineer-in-training>

**Accounts Payable Process Coordinator - Hiram Walker & Sons Ltd.**

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

**Position Summary:**

- Working as a member of the Process Accounting Team. The main responsibility is to process and pay invoices on behalf of the business in the most accurate, efficient and effective manner.

**Key Responsibilities:**

- OSHA - Ensure compliance of Occupational Health & Safety Act (section 25, 26, 27, and 28) per Hiram Walker & Son's Ltd Policy- Management-Supervision-Worker Safety Responsibilities.
- Ensure payment requests have been properly approved by an authorized person.
- Input invoices accurately and timely, including reversals to the A/P system, ensuring compliance with internal controls.
- Reconciliation of vendor accounts to the accounts payable sub ledger as required.
- Timely investigation and documentation of outstanding amounts.
- Handling of internal and external customer inquiries in a positive, timely manner.
- An active Team Member in driving change to achieve the Key Performance Indicator targets.
- Filing of all documentation.
- Note: The Team Member will be responsible for performing some or all the duties listed above to a greater or lesser extent as required. All duties should be performed with due care and attention and within the procedures set down and agreed by Company Policy.

**Required Skills & Abilities:**

- Solid working knowledge of Enterprise One, Microsoft Office.
- 2-4 years' experience in a similar environment.
- Ability to meet deadlines (overtime required at month end).
- Must have a strong and demonstrable customer service ethic.
- Must be able to thrive in and contribute to a culture of continuous improvement and challenging the status quo.
- Must be able to deliver high quality results to a strict timetable.
- Able to work well in a team environment.
- Speed and accuracy of data entry is essential due to the extensive data entry required.

**Education:**

- Required: Post-Secondary: Accounting/Finance
- Thank you for your interest in Hiram Walker & Sons Ltd a Pernod Ricard subsidiary. All resumes submitted will be reviewed by our recruitment team and kept on file for six months in consideration for this and future opportunities. Please note that only those applicants selected for an interview will be contacted.

**LINK:**

[http://www.workopolis.com/jobsearch/job/17532247?OMAlert=Y&cid=EM%7CB2C%7CJA%7CJA%7CEN%7C56e85ba5634f9a21342409a7%7CJARNH0117&utm\\_source=B2C\\_JobAlerts&utm\\_campaign=EM\\_B2C\\_JobAlerts\\_JobAlerts\\_EN&utm\\_medium=email&utm\\_term=RedesignTempV1&utm\\_content=CompanySL](http://www.workopolis.com/jobsearch/job/17532247?OMAlert=Y&cid=EM%7CB2C%7CJA%7CJA%7CEN%7C56e85ba5634f9a21342409a7%7CJARNH0117&utm_source=B2C_JobAlerts&utm_campaign=EM_B2C_JobAlerts_JobAlerts_EN&utm_medium=email&utm_term=RedesignTempV1&utm_content=CompanySL)

**GL Accountant - Hiram Walker & Sons Ltd.**

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

**Position Summary:**

- As a member of the Canadian Finance team, the intermediate accountant assists in the close of the statutory and management general ledgers and assists in or prepares various monthly reports for customers.

**Key Responsibilities:**

- OSHA - Ensure compliance of Occupational Health & Safety Act (section 25, 26, 27, and 28) per Hiram Walker & Son's Ltd Policy- Management-Supervision-Worker Safety Responsibilities Generating and processing journal entries

- Inter-company and balance sheet account reconciliations and coordinate PRISMA intercompany reconciliation process
- Corby Import Accounting (reviews data entry of invoice, purchase orders and prepares necessary advertising & promotional entries for the 3rd party agency brands)
- Monthly sales volume and commission reconciliation with intercompany brand owners
- Assists other team members with the completion of monthly Pernod Ricard reporting packages
- Routine journal entries and balance sheet reconciliations
- Monthly VAT filing and remittance requirements and Stat Can reporting for several entities in group
- Ad-hoc requests and special projects, as required

**Required Skills & Abilities:**

- Proficient in Microsoft Office, JD Edwards E1, Really Real Time (Insight software)
- 2-4 years accounting experience in a similar environment
- Must demonstrate high customer focus, step change innovation, the ability to make things happen and team building

**Education:**

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

**LINK:**

[http://www.workopolis.com/jobsearch/job/17532250?OMAlert=Y&cid=EM%7CB2C%7CJA%7CJA%7CEN%7C56e85ba5634f9a21342409a7%7CJARNH0117&utm\\_source=B2C\\_JobAlerts&utm\\_campaign=EM\\_B2C\\_JobAlerts\\_JobAlerts\\_EN&utm\\_medium=email&utm\\_term=RedesignTempV1&utm\\_content=CompanySL](http://www.workopolis.com/jobsearch/job/17532250?OMAlert=Y&cid=EM%7CB2C%7CJA%7CJA%7CEN%7C56e85ba5634f9a21342409a7%7CJARNH0117&utm_source=B2C_JobAlerts&utm_campaign=EM_B2C_JobAlerts_JobAlerts_EN&utm_medium=email&utm_term=RedesignTempV1&utm_content=CompanySL)

**Analyst, Travel And Entertainment - Hiram Walker & Sons Ltd.**

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

**Position Summary:**

- Working as a member of the Process Accounting Team. The main responsibility is to ensure the processing of all US and Canadian expense reports per policy, while training the business and investigating employee credit card issues.

**Key Responsibilities:**

- OHSA-Ensure compliance of Occupational Health & Safety Act (section 25,26,27 and 28) per Hiram Walker & Sons Ltd Policy-Management-Supervision-Worker Safety Responsibilities.
- Administering of the MasterCard program to North American employees who frequently travel and purchase on behalf of the Company.
- Assist in creating and providing training to users on the T&E process and proactively enhance knowledge of the process across the business.
- Providing Customer Service to North American employees by responding in a timely manner to phone inquiries and emails.
- Reconciliation of Concur extracts to the accounts payable sub-ledger as required.
- Ensure that cards are issued/canceled/suspended as appropriate and credit limits in place.
- Analyze and research employee disputes by working with employees and credit card provider.

- Ensure Concur set up properly reflects the Corporate policies.
- Provide subject matter guidance to team members in resolving various issues with employee credit card, being the first point of contact for resolution.
- Work closely with T&E staff and multiple layers of management to define and review trends, issues and opportunities within the department.
- Monthly analysis and reporting.
- Analyze the group's key metrics to identify trends in department performance and to evaluate potential process improvements that can drive improved results.
- Create and prepare Concur business reports and perform ad-hoc analysis/reports to support business operations.
- Work with management to support compliance and audit.
- Perform other duties as assigned.

#### **Required Skills & Abilities:**

- Advanced working knowledge of Concur is an asset.
- Advanced working knowledge in Microsoft Excel and Powerpoint.
- Knowledge of an ERP, preferably Enterprise One.
- 2-4 years' experience in a similar environment.
- Ability to meet deadlines (overtime required at month end).
- Must have a strong and demonstrable customer service ethic.
- Must be able to thrive in and contribute to a culture of continuous improvement and challenging the status quo.
- Must be able to deliver high-quality results to a strict timetable.
- Must be able to work well in a team environment.
- Must have basic project management skills.

#### **Education:**

- Required: Post-Secondary: Accounting/Finance
- Thank you for your interest in Hiram Walker & Sons Ltd. a Pernod Ricard subsidiary. All resumes submitted will be reviewed by our recruitment team and kept on file for six months in consideration for this and future opportunities. Please note that only those applicants selected for an interview will be contacted. Please do not contact provincial offices directly as all recruitment is coordinated through the Corporate Office in Toronto.

#### **LINK:**

[http://www.workopolis.com/jobsearch/job/17532242?OMAlert=Y&cid=EM%7CB2C%7CJA%7CJA%7CEN%7C56e85ba5634f9a21342409a7%7CJARNH0117&utm\\_source=B2C\\_JobAlerts&utm\\_campaign=EM\\_B2C\\_JobAlerts\\_JobAlerts\\_EN&utm\\_medium=email&utm\\_term=RedesignTempV1&utm\\_content=CompanySL](http://www.workopolis.com/jobsearch/job/17532242?OMAlert=Y&cid=EM%7CB2C%7CJA%7CJA%7CEN%7C56e85ba5634f9a21342409a7%7CJARNH0117&utm_source=B2C_JobAlerts&utm_campaign=EM_B2C_JobAlerts_JobAlerts_EN&utm_medium=email&utm_term=RedesignTempV1&utm_content=CompanySL)

#### **Credit Analyst - Hiram Walker & Sons Ltd.**

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

#### **Key Responsibilities:**

- OHSA - Ensure compliance of Occupational Health & Safety Act (section 25, 26, 27, and 28) per Hiram Walker & Son's Ltd Policy- Management-Supervision-Worker Safety Responsibilities.
- Proactive collection of receivables and identification of uncollectible.
- Compliance of policies and procedures.

- Monitoring and assessing credit risk and recommending risk mitigation plans with the approval of the Manager of Process Accounting.
- Relationship management with internal and external customers.
- Perform reporting and analysis on accounts receivable for internal and external customers.
- Meet operational and performance metrics re DSO, Deduction Resolution, Reduction of outstanding debt etc.
- Cash application and reconciliation for 3rd party and intercompany customers' payments.
- Responsible for monthly cash forecast reports pertaining to trade receivables.
- Perform various reconciliations – i.e. Accounts Receivable to General Ledger, Customer cash to accounts receivable etc.
- Identify and action dispute resolution with customers.

#### **Required Skills & Abilities:**

- An accounting background with the skills of being able to trace items through the sub ledger.
- Strong leadership, influencing, communication and prioritization skills.
- Proficient in Microsoft Office software.
- Proficient in Enterprise One or similar integrated accounting system.
- High degree of initiative, achievement drive, change orientation, team commitment.
- 4-6 years' experience.
- Must have a strong and demonstrable customer service ethic.
- Must be able to contribute to a culture of continuous improvement and challenging the status quo.
- Must be able to deliver high quality results to a strict timetable. Overtime required at month end.
- Able to work well in a team environment
- Eligible Candidates not living in the Greater Windsor area must be open to relocation

#### **Education:**

- Required: University Degree: Business
- Preferred: CBA, CBF, CCE recommended
- Thank you for your interest in HJiram Walker a Pernod Ricard subsidiary. All resumes submitted will be reviewed by our recruitment team and kept on file for six months in consideration for this and future opportunities. Please note that only those applicants selected for an interview will be contacted.

#### **LINK:**

[http://www.workopolis.com/jobsearch/job/17532236?OMAlert=Y&cid=EM%7CB2C%7CJA%7CJA%7CEN%7C56e85ba5634f9a21342409a7%7CJARNH0117&utm\\_source=B2C\\_JobAlerts&utm\\_campaign=EM\\_B2C\\_JobAlerts\\_JobAlerts\\_EN&utm\\_medium=email&utm\\_term=RedesignTempV1&utm\\_content=CompanySL](http://www.workopolis.com/jobsearch/job/17532236?OMAlert=Y&cid=EM%7CB2C%7CJA%7CJA%7CEN%7C56e85ba5634f9a21342409a7%7CJARNH0117&utm_source=B2C_JobAlerts&utm_campaign=EM_B2C_JobAlerts_JobAlerts_EN&utm_medium=email&utm_term=RedesignTempV1&utm_content=CompanySL)

#### **Accounts Payable Analyst - Hiram Walker & Sons Ltd.**

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

#### **Key Responsibilities:**

- OHSA - Ensure compliance of Occupational Health & Safety Act (section 25, 26, 27, and 28) per Hiram Walker & Son's Ltd Policy- Management-Supervision-Worker Safety Responsibilities.
- Prepare weekly and monthly cash flow projections.
- Reconciliation of vendor accounts to the accounts payable sub ledger as required.

- Analyze and research vendor inquiries including vendor invoice and payment queries by working with suppliers and employees.
- Provide subject matter guidance to team members in resolving various issues with vendors, being the first point of contact for resolution.
- Work closely with AP staff and multiple layers of management to define and review trends, issues and opportunities within the department.
- Monthly analysis and reporting.
- Analyze the group's key metrics to identify trends in department performance and to evaluate potential process improvements that can drive improved results.
- Prepare business reports and perform ad-hoc analysis/reports to support business operations.
- Work with AP management to support compliance and audit.
- Perform other duties as assigned.

**Required Skills & Abilities:**

- Advanced working knowledge in an ERP system, Enterprise One preferred.
- Advanced working knowledge in Microsoft Office Excel and Powerpoint.
- 5 years' experience in a similar environment.
- Ability to meet deadlines (overtime required at month end).
- Must have a strong and demonstrable customer service ethic.
- Must be able to thrive in and contribute to a culture of continuous improvement and challenging the status quo.
- Must be able to deliver high-quality results to a strict timetable.
- Must be able to work well in a team environment.
- Must have basic project management skills.

**Education:**

- Required: Post-Secondary: Accounting/Finance
- Preferred: CPA
- Thank you for your interest in Hiram Walker & Sons Ltd, a Pernod Ricard subsidiary. All resumes submitted will be reviewed by our recruitment team and kept on file for six months in consideration for this and future opportunities. Please note that only those applicants selected for an interview will be contacted.

**LINK:**

[http://www.workopolis.com/jobsearch/job/17532096?OMAlert=Y&cid=EM%7CB2C%7CJA%7CJA%7CEN%7C56e85ba5634f9a21342409a7%7CJARNH0117&utm\\_source=B2C\\_JobAlerts&utm\\_campaign=EM\\_B2C\\_JobAlerts\\_JobAlerts\\_EN&utm\\_medium=email&utm\\_term=RedesignTempV1&utm\\_content=CompanySL](http://www.workopolis.com/jobsearch/job/17532096?OMAlert=Y&cid=EM%7CB2C%7CJA%7CJA%7CEN%7C56e85ba5634f9a21342409a7%7CJARNH0117&utm_source=B2C_JobAlerts&utm_campaign=EM_B2C_JobAlerts_JobAlerts_EN&utm_medium=email&utm_term=RedesignTempV1&utm_content=CompanySL)

**Level 2 Help Desk - TEKsystems, Inc**

- Posted: 03/16/2017
- Location: CA-ON-Windsor Employee Type: Contract to Hire
- Posting ID: 5944286

**Job Summary**

1. 3-5 years experience providing Technical Support in Windows Environment (XP, 7, 8, 10) such as password resets, exchange, hardware and software issues for a user base of 700 (200 onsite and 500 remotely)
2. 3-5 years experience troubleshooting mobile devices (smart phones, tablets, etc.) mostly Samsung and Iphones. MDM is Airwatch but is not a necessity for this individual to have experience with.
3. 3-5 years experience with Active Directory (Adds, Moves, Changes, etc.) Admin level is not required.

\*\*\* HEAVY EMPHASIS ON CUSTOMER SERVICE, WILL BE SUPPORTING STAFF AND EXECUTIVES ONSITE \*\*\*

- The Help Desk Support Specialist (Tier I + II) primary responsibility is to provide Tier I and II support to provide a high quality and responsive deskside support service to the company's end-user community. This specialist role ensures that the company's end-users can accomplish any business computing tasks. This includes actively resolving escalated end user help requests within established SLAs. Problem resolution may involve the use of diagnostic and help request tracking tools, as well as require that the individual give in-person, hands-on help at the desktop level.



### About TEKsystems :

- Join TEKsystems and get your career on the fast track. As one of North America's premiere IT staffing, IT talent management and IT services companies, we provide solutions that work. We actively seek talented IT professionals with all levels of information technology skills and expertise in order to support critical engagements at client sites worldwide. Because of our industry-specific focus, knowledge and connections, we can share highly desirable positions you might not otherwise know about. From customized training and flexible hiring options, to dedicated teams of recruiters working to find you the right opportunity, TEKsystems specializes in IT career management.
- The company is an equal opportunity employer and will consider all applications without regards to race, sex, age, color, religion, national origin, veteran status, disability, sexual orientation, gender identity, genetic information or any characteristic protected by law.
- If you would like to request a reasonable accommodation, such as the modification or adjustment of the job application process or interviewing process due to a disability, please call 888 472-3411 or email [accommodation@teksystems.com](mailto:accommodation@teksystems.com) for other accommodation options.

### Contact Information

- Name: Spencer Moran
- Email: [spmoran@teksystems.ca](mailto:spmoran@teksystems.ca)
- Phone: 9052831262

### LINK:

<https://www.teksystems.com/it-jobs/job/CA/-/Other/Level-2-Help-Desk/J3K8907681X0X2FTV3C>

### Call Center Agent - Shift Digital / Dynamic Marketing - Windsor, ON

\$12 an hour

#### Full Time Day Shifts available (9am - 5pm)

Shift Digital provides Call Center solutions to clients and is dedicated to delivering exceptional customer service on their behalf. Our Call Center operations provide both inbound and outbound services.

#### Responsibilities:

- Handling Inbound/Outbound calls, assisting customers with inquiries.
- Build and maintain customer relationships
- Inform Description: \$12/hour- No selling current and prospective customers of current promotions.
- Follow up with customers when needed, to ensure satisfaction, respond to queries, and solve or refer problems.
- Responsible for meeting quality standards and objectives
- Contribute to a team environment.
- **Skills:**
- Excellent verbal and written communication skills
- Excellent phone skills
- Able to multi-task and work in a fast paced environment
- Average Computer Skills
- Excellent attention to detail **\*\*Looking for individuals with excellent attendance\*\*\*\*Serious inquiries only please.\*\*** Job Type: Full-time Required experience:
- Salary: \$12.00 /hour
- **\*\*For more information, please contact Lisa at 1-248-686-5781\*\***
- **\*\*Bilingual (French and/or Spanish speaking) individuals may apply.\*\***
- This is for our Windsor, Ontario location.
- Customer Service: 1 year
- Job Type: Full-time
- Salary: \$12.00 /hour

### LINK:

[https://ca.indeed.com/viewjob?jk=73b014a2f4e5d8ed&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=73b014a2f4e5d8ed&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

### **Welder and Fabricator - FCF Custom Fabrication - Oldcastle, ON**

- Looking for experienced welder . Able to lift 40 lbs or better.
- Willing to work overtime and weekends when required.
- Able to follow job instructions and other procedures
- Willing to be cross trained if needed
- Reliable , own transportation
- Job Type: Full-time

#### **Required education:**

- High school or equivalent

#### **Required experience:**

- welding: 1 year

#### **Required language:**

- English

#### **LINK:**

[https://ca.indeed.com/viewjob?jk=e8bd1a132eb0f415&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=e8bd1a132eb0f415&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

### **Design Consultant - Bertoni Chairs & Things - Windsor, ON**

- Part-time
- Bertoni Chairs & Things is looking for a part-time (to turn into full-time) interior design consultant/sales associate.

#### **Duties & Responsibilities:**

- Assist clients with custom orders of furniture selections
- Consult clients during renovations/new-builds with furniture/finishes/fixtures selections
- Discuss details of a project with a client and design the plans on SketchUP according to the clients needs/wants
- Be up to date with current design trends
- Social media management
- Ability to lift up to 40lbs
- Assembly of small furnishings

#### **Qualifications:**

- Degree or Diploma in Interior Design or related field
- Proficient in Microsoft Word, Excel and Outlook
- Proficient in SketchUP Pro
- Strong customer service skills
- Sales experience an asset
- Self-motivated and hardworking individual with excellent interpersonal and communication skills
- Well organized and detail oriented
- [www.bertonichairs.com](http://www.bertonichairs.com)
- Job Type: Part-time

#### **Required education:**

Diploma/Certificate

#### **Required language:**

English

#### **LINK:**

[https://ca.indeed.com/viewjob?jk=2b74e3eea09aeb70&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=2b74e3eea09aeb70&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

### **Human Resources Intern – FCA Canada Windsor**

- Job Number: 1027139
- Location: Windsor, ON
- Date Posted: 3-16-2017

- The Human Resources Intern is a temporary supporting role for the summer (May to August). The Human Resources Intern will provide required support to FCA Human Resources and People Development personnel on various initiatives. He/she may contribute to initiatives for training programs; data gathering and analysis; hiring and onboarding; and development/administration of employment programs.

**Basic Qualifications:**

- Currently enrolled in University in Business, Communications, or a related field, with a minimum of 2nd year completed
- Demonstrated interest in Human Resources
- Strong knowledge of Microsoft Word, Excel, Outlook, and PowerPoint (MS Excel, Word and Access)
- Strong interpersonal and communication skills
- Must be legally eligible to work in Canada

**Preferred Qualifications:**

- Previous experience with web-based, Access, and/or SharePoint databases
- FCA Canada Inc. is proud to extend to its employees a compensation and benefits package that is designed to retain their talent and to motivate and reward job performance. Our present compensation program provides for competitive, market based salaries, and annual vacation and holiday time off. We make available a comprehensive health care benefits plan which, depending upon the employee's role, includes medical, dental, vision and prescription drug coverage. We also offer a disability absence plan, group and optional life insurance program, savings plan, tuition assistance, and vehicle purchase and lease discounts for certain employees, and for their family and friends.
- FCA Canada Inc. is committed to ensuring equal opportunity in employment, and supports Employment Equity programs to promote the more equitable participation of women, people with disabilities, Aboriginal Peoples of Canada, and members of visible minority groups.
- Note: Some of the benefits listed above may not apply to summer vacation replacement and temporary employees.
- FCA Canada Inc. is committed to providing accommodation for people with accessibility needs due to disabilities in all aspects of the hiring process. If you request an accommodation, we will work with you to meet your accessibility needs due to disability.

**LINK:**

[http://find.fcagrouppcareers.com/en-CA/Job-Details/Human-Resources-Intern-Job/Windsor-ON/xjdp-jf403-ct106469-jid71897215?s\\_cid=Indeed&source=Indeed.com](http://find.fcagrouppcareers.com/en-CA/Job-Details/Human-Resources-Intern-Job/Windsor-ON/xjdp-jf403-ct106469-jid71897215?s_cid=Indeed&source=Indeed.com)

**Construction Worker (Residential Home Construction) - Coco Homes - Windsor, ON**

**Coco Homes**, a residential construction development Company, is a division of the Coco Group, a vertically integrated heavy civil infrastructure and development company with almost 50 years of expertise.

Coco Homes has an opportunities available for **Home Construction Site Workers** for its construction developments located in Windsor, Ontario.

The ideal candidates are self-motivated, hardworking with a willingness to learn and try new things and have a drive to succeed.

**Future advancement opportunities** for candidates who apply themselves and want to advance.

**These are full-time, seasonal positions, looking to fill ASAP.**

**What's involved?**

You will perform various functions including assisting with the construction of new home builds such as wall framing, site clean-up, material delivery, and other activities as directed at various construction sites. Additionally, you will work according to safe site working conditions and adhere to Company safety standards

**What's required?**

- High School Diploma
- Valid G Driver's license
- Safety footwear
- Own tools
- Willingness to learn

- Team player
- Effective communication skills
- Ability to work in a fast-paced environment

**What's nice to have?**

- Post-secondary education in a construction related field
- Experience as a tradesperson or skilled labourer on residential construction projects
- Home construction experience
- Knowledge of Ontario Building Code If you're a self-motivated, team player who is willing to work hard in a team-oriented, challenging environment, we want to talk to you!

We thank you for your interest however, only qualified candidates will be contacted.

We offer a competitive compensation, the opportunity for advancement and to work for a stable and growing company.

**Job Type:** Full-time

**Required education:**

- High school or equivalent

**Required experience:**

- Ontario Building Code: 1 year
- Skilled labour - residential construction: 1 year
- Home Construction: 1 year

**Required license or certification:**

- Valid G driver's licence

**LINK:**

[https://ca.indeed.com/viewjob?jk=409069dcfbba89b4&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=409069dcfbba89b4&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Painter - Meloche Windows Ltd. - Windsor, ON**

- Looking for a full time experienced **Painter**. Responsible for preparing and spray painting surfaces of various products and trims using water borne paints and stains. Knowledgeable in preparing all types of surfaces to ensure adhesion of paint on product surface. Responsible for mixing and spraying paint according to company specifications. Proficient in applying correct preparation and painting technique for the various types of products. Excellent knowledge of painting material and how to select, mix and apply paint. Aptitude in using appropriate tools. Understand industry best practices and apply them to every aspect of work. Maintain the spray equipment and manage the variables before, during and after the process. Complete each project in an efficient and timely manner. Provide own quality control inspection. Prolonged standing, bending, stooping, pushing, pulling and lifting. Member of a team and able to work individually.
- Experience 3 years
- Meloche Windows & Doors is the premier manufacturer and installer of windows and doors in Windsor-Essex since 1957
- Job Type: Full-time

**LINK:**

[https://ca.indeed.com/viewjob?jk=6340bd51ec6831a6&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=6340bd51ec6831a6&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Materials Planner – Ground Effects**

Summary: Ground Effects is looking for a Materials Planner to assist the Materials department at the corporate head office in Windsor, Ontario.

**Job Description:**

- Release and track material from sub suppliers and suppliers on Approved Vendor list
- Ensure that all Purchasing and releasing documents precisely identify the product required. These documents shall also specify all quality and delivery requirements.

- With the assistance of the Workplace Health and Safety committee, ensure that all materials used in part manufacture meet with all governmental legislation with regards to safety.
- Receive and input customer orders into ERP System (as required), review demand for supplier releasing.
- Plan sub and suppliers releases to enable suppliers to meet delivery requirements.
- Monitor and report departmental measurable as directed.
- Maintain ERP and tracking systems for order follow up and releasing
- Create Epicor P.O's for approvals, release to suppliers timely, ensure receipt and adherence to P.O.is followed.
- Work with Quality Department in the qualification process of new suppliers (paint colour), where applicable.
- Other duties as assigned

#### **Job Requirements:**

- Background in a manufacturing environment as an OEM supplier an asset, where applicable.
- Minimum five (5) years previous purchasing experience required.
- Must have a minimum of Grade 12 education with preference to candidates with post secondary education in purchasing or a related discipline.
- Familiarity with QS9000 requirements.
- Knowledge and experience with MSWord and Windows
- Must be team oriented
- Must have and maintain an appropriate and valid Ontario Driver's Licence.
- Must have and maintain legal access/entry to the United States.
- Please visit our website for more information about Ground Effects [www.gfxltd.com](http://www.gfxltd.com)
- Only the selected candidates will receive a response. Thank you for your interest
- Ground Effects can provide accommodations for persons with disabilities upon request, so we encourage all to apply

#### **LINK:**

<http://www.gfxltd.com/employment?opp=63>

#### **Forklift Operator and General Labour - ANM Industries – Windsor**

\$13.40 an hour - Permanent

- One driver required immediately. Full time. Progressive wage increases. Expanding automotive coatings company. Experience on propane lift truck and license required. Start your career here with a growing company. Safety shoes required and **very** good attendance necessary. DIRECT HIRE.
- *All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national or ethnic origin, disability, as well as any other characteristic protected by federal, provincial or local law.*
- Job Type: Permanent
- Salary: \$13.40 /hour

#### **Required experience:**

- propane lift truck driving: 2 years

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

- lift truck and propane handling

#### **LINK:**

[https://ca.indeed.com/viewjob?jk=5210877eacd75de3&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=5210877eacd75de3&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

#### **General Labourer - Advantage Engineering Inc. - Oldcastle, ON**

\$13 an hour

#### **JOB POSTING**

We are currently looking for an individual to fill the following position: **General Labourer**

Shifts: ALL SHIFTS (Days/Afternoons swing, Steady Midnights)

Pay Scale: \$13/hour

**Qualifications:**

- Possess grade 12 diploma or equivalent
- Experience trimming and sanding plastic automobile parts
- Attention to detail, self-motivated, and able to work in a team environment
- Strong work ethic and dependable
- Ability to follow instructions

**Duties:**

- Trim plastic parts
- Sand and prep for priming
- Silicon moulds to make plastic parts
- Box, label, and ship parts
- Possibility of wearing full body personal protective equipment as necessary

**Please apply by submitting your RESUME AND REFERENCES quoting the job title in the subject line. First interviews will be conducted via phone.**

Posted: March 16, 2017

Individual accommodation will be provided for those selected for further consideration for employment upon request

Job Type: Full-time

**Required education:**

- High school or equivalent

**Required experience:**

- Manufacturing: 1 year

**LINK:**

[https://ca.indeed.com/viewjob?jk=696ebd3e6472d115&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=696ebd3e6472d115&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Limousine Driver - Unique Tool & Gauge Inc. - Windsor, ON**

\$20 an hour - Part-time

Seeking a ON-CALL only Limo Driver.

-Experience as a Limo Driver

-Clean CVOR

-Must be able to cross into the USA

\$20/ Hour

Job Type: Part-time

**LINK:**

[https://ca.indeed.com/viewjob?jk=51647d2f658822d6&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=51647d2f658822d6&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**HR Business Partner - FREEDOM Mobile - Windsor, ON**

We believe that you can't have happy customers without a passionate, motivated team. So we're going to spend as much time and energy on creating a rewarding and fulfilling employee experience as we are on creating an unforgettably positive customer experience.

We are currently seeking a **HR Business Partner** to join our **Windsor** Call Centre.

**Position Summary:**

We are looking for a committed, passionate HR professional who takes initiative and cares about the work that they do. Reporting to the HR Manager, Business Partnerships, the HR Business Partner role aims to support Customer Care team members' Employee Relations matters and assist in developing strategic business partnerships to promote a workplace that enables Freedom Mobile to provide the best customer experience.

**Key areas of responsibilities:** HR Administration, Employee Relations, Performance Management, and special projects as assigned.

**50 % - Program/Administrative Management:**



#### Manages Internal Employee Movement Process (Notifications, Letters, Metrics and Tracking)

- Employee Change Letters
- Performance Improvement Letters
- New Hire and Benefits Administration
- New Hire Surveys
- Exit Interviews

#### **40 % - Employee Relations:**

- Handles Employee Relations matters via telephone, email or HR Inbox
- Responds to all inquiries within 24-48 business hours
- Provides coaching and conflict resolution services to employees and management
- Promotes a safe, healthy and respectful work environment
- Facilitates absence management including disability management via 3rd party adjudicator
- Partners with the business to provide support and guidance to People Leaders on: Coaching & Management
- Performance Improvement Process
- Employee experience

#### **5 % - Identify areas of opportunity for business groups to HR Manager**

#### **5 % - Participate in Ad Hoc HR related initiatives**

#### **Accountabilities:**

- Acts as a primary point of contact for the employees and managers in the Customer Care business units (Windsor & Toronto).
- Helps align HR programs with business objectives and our brand; keeps the business updated on HR initiatives and priorities; tracks trends in workforce metrics; handles employee relations matters; assists individuals and teams with handling change; supports the management of performance challenges; consults on issues related to legal and procedural compliance.
- Promotes a culture of high performance and recognition through ongoing management coaching and consistent use of internal points based recognition tools.
- Contributes to the development, implementation and rollout of HR programs, policies and procedures in collaboration with various internal stakeholders.
- Partners with the Talent Acquisition Manager and Recruitment Coordinator for new hire class planning, recruitment and onboarding.
- Participates in the hiring process for management level positions and internal promotions in the Customer Care division.
- Partners with Talent Acquisition and Total Rewards Managers, as well as Training and Operations departments to optimize processes, collaborate on and communicate initiatives to business units.
- Builds strong business relationships with internal clients.
- Actively identifies gaps in talent and processes in order to propose and implement changes necessary to cover risks to the business.
- Partners with the management team to bring solutions to employee issues.
- Acts as the performance improvement driver and provokes positive changes in people leaders.

#### **Qualifications:**

- 3 years HR Generalist experience, preferably in a high volume environment
- 2 years of experience with Employee Relations
- Experience providing HR support in a unionized environment (day to day HR management, collective agreement interpretation, grievance/arbitration process) is an asset.
- Post-secondary education with concentration in Human Resources and/or Labour Relations
- Demonstrated ability to build strong business relationships and exhibit leadership in an advisor capacity
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint, OneDrive)
- Excellent communication skills - written, verbal and presentations
- Highly developed communication and negotiation skills
- Excellent organizational, interpersonal, and administration skills

- Able to work independently
- Strong Time Management and Priority Management Skills
- Attention to detail in all areas of work
- Analytical and Problem Solving Skills
- Strong Business Acumen
- Demonstrated knowledge of current federal and provincial employment law, HR theory, trends and practices
- Strong understanding of the customer service environment and the role of Human Resources in a High Volume Business environment
- CHRP is an asset
- Call Centre experience is an asset

We thank all applicants for their interest, only those selected for an interview will be contacted.

**FREEDOM MOBILE GIVES CANADIANS THE FREEDOM TO CONNECT TO THEIR WORLD WITHOUT LIMITS.**

FREEDOM is building a team of talented people who want to connect to a career without limits and help change Canadian wireless.

FREEDOM Mobile is transforming the Canadian wireless industry by ushering in a new generation of mobile plans that are unmatched by any competitor. We are rapidly increasing our subscriber count and need talented professionals to help drive our vision of becoming the best mobile operator in the country! Be a part of something truly special and learn why FREEDOM Mobile is the fastest growing telecom company in Canada... **Join us ..... Make a difference.**

***FREEDOM Mobile Inc. is committed to building a diverse and inclusive workplace. Qualified designated group members are encouraged to apply as any reasonable accommodation of qualifications will be considered as per our Accommodation Policy, available upon request .***

Job Type: Full-time

**LINK:**

[https://ca.indeed.com/viewjob?jk=0afbca9ad7026c63&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=0afbca9ad7026c63&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Production Supervisor - STM Logistics & Manufacturing - Windsor, ON**

**Responsibilities**

- Studies production schedules and estimates work hour requirements for completion of job assignment.
- Interprets company policies to workers and enforces safety regulations.
- Recommends and implements measures to improve production methods, equipment performance, and quality of product participating in Continuous Improvement activities.
- Suggests changes in working conditions and use of equipment to increase efficiency of plant, department or line.
- Analyzes and resolves work problems, or assists workers in solving problems.
- Initiates or suggests plans to motivate workers to achieve work goals.
- Maintains production records.
- Confers with others to coordinate activities of plant personnel.
- Performs activities of workers supervised.
- Responsible for containment of non-stable and non-capable processes.
- Oversees all aspects of the production build.
- Enforces safety compliance by ensuring the proper training is given in OSHA mandated regulations such as electrical safety, hazard communications, etc. Will also ensure compliance with company safety rules and regulations and will offer training on a monthly basis on various safety topics.
- Reports machine and equipment malfunctions to maintenance personnel.
- Responsible for collecting data and reporting on monthly measurable goals.
- Identifies for collecting data and reporting on monthly measurable goals.
- Identifies job openings. Establishes performance goals and a development plan, conducting a six-month evaluation, provide on-going employee appraisals for new employees.

- Identifies opportunities for continuous improvement, ensures that continuous improvement activities are planned, implemented, measured, reported and reviewed in the respective area of responsibility.
- Reviews employee performance and coaches employees on a regular basis.
- Identifies performance or conduct issues, resolving the issue internally with the Employee (where possible and appropriate) and initiates the employee corrective action process (for internal resolution).
- Communicates issues that cannot be resolved to HR and develops an appropriate action plan with HR to correct the issue.
- Completes the performance appraisal process for direct report at a minimum on an annual basis.
- Plans goals and individual development with each direct report.
- Corrects and improves actions in the respective area with regards to employee satisfaction.
- Communicates daily with the team.
- Develops and controls documents and data within the functional area. Reviews, approves, distributes and maintains file documents and data for which there is management authority. Responsible for releasing external documents, and for ensuring that obsolete external documents are excluded from use.
- Applies that corrective action process when discrepancies / non-conformances are detected.
- Responsible for applying the preventive action process when potential issues/risks are identified. Also, responsible for assessing the importance/severity of the issues/risks and for initiating the preventive action for employees in the department.

#### **Work Experience & Education**

- Four year college or university program certificate or 2 to 4 years related experience and/or training, or equivalent combination of education and experience.
- Ability to demonstrate strong leadership skills, have excellent attendance, be motivated, and a self-starter.

Job Type: Full-time

#### **Required education:**

- Bachelor's

#### **Required experience:**

- supervisory: 2 years

#### **Required language:**

- English

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

- Drivers License G

#### **LINK:**

[https://ca.indeed.com/viewjob?jk=233519269cf60cda&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://ca.indeed.com/viewjob?jk=233519269cf60cda&q=all&l=Windsor,+ON&tk=1bbe1dd051d6ecrm&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

#### **Assistant General Manager - Fogolar Furlan Club - Windsor, ON**

\$50,000 a year

- Hospitality experience a must. Salary may be flexible depending on experience. Weekend night shifts as needed. Full benefit package after 90 day probationary period. If interested telephone Cesare Pecile Presidential at 519-796-7300 anytime.
- Job Type: Full-time
- Salary: \$50,000.00 /year

#### **Required experience:**

- Management: 1 year

#### **LINK:**

<https://ca.indeed.com/cmp/Fogolar-Furlan-Club/jobs/Assistant-General-Manager-b9249d9ba5bd0b7a?q=all>

#### **TPT - Various Packaging Positions - Jamieson Laboratories Ltd. - Windsor, ON**

\$16 an hour - Part-time

#### **TPT Various Packaging Positions - Part Time - Windsor, ON**

#### **Company Overview**

Founded in 1922, Jamieson Laboratories, is a leading and fast growing Canadian company which provides a dynamic team-oriented environment, with the opportunity to make a difference.

We're expanding our team and as a result, we have a unique opportunity. The successful candidates will be temporary part-time employees in our packaging and maintenance departments.

#### **Opportunity Overview**

- \$16.00 hourly compensation
- Maximum 24 hours per week
- Multi shift availability (Days, Afternoons, Midnights) and weekend shifts
- Flexible availability for on-call shifts
- Possibility of full-time hours during the months of June, July, August and December

#### **Overall Responsibilities**

**The successful candidates will be responsible for the following:**

- Packing of products in a timely manner in boxes with adequate packing material to prevent damage
- Accurately enter shipping information into shipping computer
- Maintain and operate designated equipment in a proper, safe and efficient manner
- Prepare all paperwork required to ship orders and label orders accordingly
- Count and record inventory of finished products
- Report any deviations found with respect to instructions and materials used
- Accurately and timely pick orders from finished goods locations
- Display building
- Work in compliance with the company's Health and Safety Policies/SOPs including but not limited to the Safety Responsibility Procedure
- Comply with Good Manufacturing Practices in all GMP sensitive areas of Jamieson Laboratories Ltd. facilities
- Miscellaneous duties as assigned

#### **Qualifications/Requirements**

- Grade 12 education or equivalent
- Ability to read, write and speak English
- Basic mathematical, mechanical and troubleshooting skills (Will require passing mark on in-house math/grammar skills test)
- Ability to work independently with little to no supervision
- Aptitude to learn picking and inventory systems
- Excellent attendance record

#### **OUR VALUES**

**TEAMWORK** – We collaborate towards common goals and objectives; We celebrate wins and learn from losses together; We appreciate and value each other's contributions; We ensure our team goals trump individual or departmental interests;

**ENTREPRENEURSHIP** – We foster creative, innovative and empowered thinking at all levels; We are agile and Responsive to changes; We are consumer obsessed and data based; We demonstrate initiative and take calculated risks;

**ACHIEVING RESULTS** – We achieve stretch goals; We objectively use data to measure progress; We lead with a passion for winning; We demonstrate a bias for action; We show a consistent commitment to excellence and expect it from others;

**INTEGRITY** – We do what we say; We do what is right even when it's not easy; We demonstrate mutual respect and inspire trust; We seek and accept accountability; We take a quality approach in everything we do;

**TRANSPARENCY** – We communicate openly, honestly and directly; We encourage productive and respectful conflict to develop the best solutions; We provide and share information to enable sound decision making at all levels

Jamieson Laboratories is an equal opportunity employer. Please apply with resume. We thank all interested candidates, however only successful applicants will be contacted by Human Resources for further consideration.

- Job Type: Part-time

- Salary: \$16.00 /hour

**Required education:**

- High school or equivalent

**LINK:**

<https://ca.indeed.com/cmp/International-Nutrient-Technologies-Ltd./jobs/Tpt-c982a47516fe3ee6?q=all>

**Glazier/Metal Mechanic - D&M Glass & Mirror Ltd - Windsor, ON**

We are looking for experienced glazier/metal mechanics and apprentices. This is a permanent full time position. We offer a competitive salary, benefits and retirement plan. Valid driver's license is required and reliable transportation. We encourage anyone with construction experience to apply, we are willing to train.

Job Type: Full-time

**Job Location:**

Windsor, ON

**Required education:**

High school or equivalent

**Required experience:**

Construction: 1 year

**Required license or certification:**

Drivers License G

**LINK:**

<https://ca.indeed.com/cmp/D&M-Glass-&-Mirror-Ltd/jobs/Glazier-Metal-Mechanic-8644dd161adbc7f5?q=all>

**Part Time Computer Operator '6' in the Department of Information Technology Services – University of Windsor**

**Job Posting Number:** 2017-PT-05

**Employee Group:**

- [Unifor 2458 Part-Time](#)

**Closing Date:** Wednesday, March 22nd, 2017 - 4:00pm

**HOURS OF WORK:**

6 am – 10 am alternating bi-weekly with 4 pm – 8 pm

(Up to a maximum of 24 hrs per week – work schedule may vary)

**PRIMARY RESPONSIBILITY:**

The Computer Operator provides computer operations support to the campus community.

**SUMMARY OF DUTIES:**

1. Process mark-sense paper forms with the Optical Mark Sense scanner and associated software and return results to the submitter via email.
2. Download student requests for admission to the University from OUAC (Ontario University Applications Centre) and transfer to the Registrar's office for processing.
3. Perform scheduled and ad hoc reboots of servers running either on physical servers or in virtual environments periodically and when requested.
4. Resolve issues regarding networks, servers and other computer systems.
5. Monitor environmental systems (HVAC, UPS, etc.) and respond to issues when environmental issues are a concern.
6. Other duties as assigned.

**ESSENTIAL QUALIFICATIONS:**

The successful applicant will have:

- A diploma in a computer related field from a Community College; or equivalent (approximately 2 years) experience as it relates to the duties of the position.
- Knowledge of Windows Server and Unix power up/power down; startup/shutdown procedures, wired and wireless networking
- Experience with operating in both Microsoft Windows and Unix desktop and server environments
- Experience running operating systems natively and in a VMWare environment
- Experience with Microsoft Word and Excel

- Able to feed paper forms into and out of a scanner machine and report the results via email
- Ability to operate printers, including form set up, toner replacement, etc.
- Ability to lift 40 pounds
- Ability to work alone and/or with minimal supervision
- Excellent organizational skills with the ability to multi task and have attention to detail
- Ability to work in a confidential manner
- Excellent written and oral communication skills
- Ability to troubleshoot and resolve problems along with providing excellent customer service
- Ability to work rotating shifts (days and evenings)

**PREFERRED QUALIFICATIONS:**

- A degree in Computer Science, Computer Information Systems or Electrical Engineering
- Experience with performing tasks associated with operating and monitoring Windows Server and Unix computer systems
- Familiarity with computer applications and systems used by the University community

**Rate of pay:**

Per Schedule 'A' - Unifor 2458 PT Collective Agreement

Please forward your confidential cover letter, resume and Application for Employment, quoting the Ad reference number **(2017-PT-05)**, no later than **Wednesday, March 22nd, 2017 - 4:00pm**. Applicants are asked to forward their documents electronically to:

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

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

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

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

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

<http://www1.uwindsor.ca/employment/2017-pt-05/part-time-computer-operator-6-in-the-department-of-information-technology-services>

**Major Gift Officer Classification "VI" in the Odette School of Business – University of Windsor**

**Job Posting Number:** 2017-13-11

**Employee Group:**

- [CUPE 1393](#)

**Closing Date:** Wednesday, March 29th, 2017 - 4:00pm

The Major Gift Officer is an integral part of the Odette School of Business and the Development team. The focus will be on fundraising plans to support the University's capital expansion as well as student scholarships, endowment and faculty and research development. The incumbent will have responsibility for raising funds for the Odette School of Business priority projects and plans.

**ESSENTIAL QUALIFICATIONS:**

The successful candidate will have:

- A University degree in an appropriate discipline, for example Business, Law, Communications, Arts or Science combined with three (3) to five (5) years of major gift fundraising experience.
- Must have a Certified Fundraising Executive (CFRE) certification, or be willing and able to obtain certification.
- Demonstrated performance success in cultivating, securing and stewarding major gifts
- Demonstrated success in developing and implementing fundraising plans and related documents
- Experience in writing proposals and other persuasive documents



- Excellent verbal and written communication skills and exceptional interpersonal skills
- Experience working with senior level staff and volunteers
- Superior listening skills and the ability to interpret the concerns and interests of potential stakeholders and translate them into attractive opportunities for investment in UWindsor's priorities.
- Must have demonstrated work experience with Microsoft Office products including Word, Outlook, Excel, and PowerPoint, as well as Raiser's Edge fundraising software (or equivalent).
- Must be willing to travel and work as needed on evenings, weekends and holidays and must have a valid Driver's license.
- Ability to work independently with minimal direction, while working within the framework of an integrated development program and team-oriented environment.
- Knowledge of the University of Windsor, its programs, services, fundraising priorities and related government funding.
- Ability to work in partnership at all levels within a University environment.

**Rate of pay:**

Classification "VI" per Schedule A of the collective agreement

Please forward your confidential cover letter, resume and Application for Employment, quoting the Ad reference number **(2017-13-11)**, no later than **Wednesday, March 29th, 2017 - 4:00pm**. Applicants are asked to forward their documents electronically to:

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

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

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

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

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

**LINK:**

<http://www1.uwindsor.ca/employment/2017-13-11/major-gift-officer-classification-vi-in-the-odette-school-of-business>

**1 Professional Practice and Privacy Officer - Full-time (Non-Union) - Windsor-Essex County Health Unit**

Closing Date: Friday, April 7, 2017 - 4:30pm

Windsor Site

**Position Summary**

- Reporting to the CEO/MOH, the successful applicant will be responsible for providing organizational oversight to privacy practices at the Windsor-Essex County Health Unit ensuring compliance with provincial legislation including the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and Personal Health Information Protection Act (PHIPA). In addition, the applicant will report to the Chief Nursing Officer to support the CNO initiative according to the Ontario Public Health Standards to enhance nursing practice through professional development, quality assurance and continuous quality improvement initiatives related to public health programs and services and professional nursing practice.
- This position supports the on-going operations of the Windsor-Essex County Health Unit. The successful candidate must work in compliance with the Occupational Health and Safety Act and all policies and procedures of the Windsor-Essex County Health Unit.-

**Position Responsibilities**

- Assists in the identification, implementation and maintenance of WECHU's privacy policies and procedures
- Oversees, directs, and delivers, or ensures delivery of privacy training and orientation to all employees, students and volunteers
- Performs on-going compliance monitoring activities related to privacy, auditing and professional practice issues

- Works with legal counsel and the Senior Management Team to ensure WECHU has and maintains appropriate privacy and confidentiality consent and authorization forms
- Establishes and maintains a mechanism to track access to personal health information
- Oversees and ensures the right of WECHU clients to access, amend and restrict access to their personal health information
- Ensures a process is in place for receiving, documenting, tracking and investigating and taking action on all complaints and potential breaches related to personal health information
- Ensures compliance with privacy policies and initiates disciplinary actions for failure to comply with privacy practices
- Coordinates the development of privacy impact assessments for the agency
- Establishes an internal privacy audit program for Ministry based databases such as Panorama
- Initiates, facilitates and promotes activities that create a culture of privacy and awareness within the organization
- Serves in a leadership role for the Privacy Committee and is a member of the Nursing Practice Council
- Works with Information Technology to ensure appropriate measures are taken for information security including the on-going review of retention and destruction policies within WECHU
- Maintains current knowledge of applicable municipal and provincial laws regarding privacy
- Contributes to practice development activities to strengthen the public health nursing workforce
- Implements continuous quality improvement initiatives related to professional practice
- Participates in new staff orientation programs and student preceptorship initiatives
- Liaises with academic institutions to ensure quality nursing student placements
- Facilitates activities that support research, education, and leadership development in nursing
- Coordination of CPR training for all internal staff

#### **Position Qualifications**

- The position requires a minimum of 5 years' experience in public health and 1 year experience in a leadership role
- A BScN Degree and current registration with the College of Nurses of Ontario
- A Master's Degree in Nursing or Health Administration would be an asset
- Knowledge and experience in public health programs
- Demonstrated management skills (planning, organizing, coordinating, evaluating), resource management skills (human, information) and change management skills
- Demonstrated organization, facilitation, communication and presentation skills
- Working knowledge of College of Nurses Practices standards and nursing practice issues
- Working knowledge of relevant acts and legislation including the Health Protection & Promotion Act, Ontario Public Health Standards, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and Personal Health Information Protection Act (PHIPA)
- Demonstrated ability to work in multidisciplinary teams
- Familiarity with government legislation in the area of occupational health and safety
- CPR certified with training experience would be an asset
- A valid Ontario Driver's Licence and access to a reliable motor vehicle during working hours
- A valid certificate of insurance and proof of automobile insurance in the amount of a minimum of \$2,000,000 public liability
- Ability to work flexible hours as required
- Bilingualism in French and English is considered a strong asset.

#### **Application Process**

- Qualified applicants are invited to forward a résumé in confidence by email to [resume@wechu.org](mailto:resume@wechu.org) with Reference #29, Attn: Dan Sibley, Manager, Human Resources before 4:30 p.m. on Friday April 7, 2017.
- We thank all applicants who apply for this position. However, only those chosen for an interview will be contacted.

#### **LINK:**

<https://www.wechu.org/about-us/work-us/1-professional-practice-and-privacy-officer-full-time-non-union>

### **Director of Sales & Marketing - Powerball Technologies Inc.**

- Location - Windsor, Canada
- Date Posted - March 16, 2017
- Category - Information Technology, Communications and Entertainment
- Job Type - Full-Time

#### **JOB DESCRIPTION:**

- Powerball Technologies is a leading augmented reality commerce platform for the North American furniture and interior design industry. A fast growing Windsor based tech start-up in the sizzling Augmented Reality space, we are looking for Director of Sales & Marketing to join senior management team and propel the company to the next level.
- The Director of Sales & Marketing is a core member of the management team. As the “Chief Revenue Officer” for the company, you are expected to deliver consistent, profitable growth in sales revenues through positive planning, deployment and management of sales and marketing activities.

#### **GENERAL SUMMARY:**

- Results driven with “hunter” mentality, expected to meet or exceed quarterly revenue objectives while meeting budget requirements
- Identifies objectives, strategies and action plans to improve short and long-term sales and earnings.
- Work to create targeted messaging for sales and marketing.
- Create and follow through on potential opportunities generated from leads provided including; trade shows, existing contacts, cold calling, outbound email, social networking activities, etc.
- Develop and manage a consistent pipeline of qualified prospective opportunities
- Conduct Presentations and Product Demonstration both live and via web conference
- Maintain an accurate report of all sales prospects and follow through on sales cycle
- Full-time position approximately 40 hours per week
- Start-up company with opportunity for equity participation
- Candidate must be willing to travel.

#### **QUALIFICATIONS:**

- A university degree in marketing or business studies; MBA preferred.
- 1 to 3 years of related sales experience preferred
- Experience in developing marketing and sales strategies preferred
- Strong problem-solving and analytical skills to interpret sales performance and market trends
- Excellent oral and written communication skills

#### **LINK:**

<http://jobs.wetech-alliance.org/jobs/view/director-of-sales-marketing/>

### **Director, Project Services – Next Dimension**

- Next Dimension is looking for motivated, innovative, and career-oriented people to join our award-winning Technical Team. We offer a wide range of benefits, opportunities for advancement, fully paid professional education, travel opportunities and regular team activities. Our office is an open concept, high-tech, and fast-paced environment with plenty of amenities. These elements all contribute to an amazing work environment that’s fun, exciting and deeply rewarding.
- Successful applicants must possess expert problem solving skills with the ability to work independently and with teams to meet aggressive project timelines. It is also essential for our consultants to demonstrate strong verbal and written communication skills and the ability to interact professionally with a diverse group of technical personnel, executives, managers, and subject matter experts. We are looking for ambitious and enthusiastic individuals who share our core values and our commitment to Integrity, innovation, client needs, and ongoing professional development.

**Required Experience and Qualifications**

- The Director, Project Services is responsible for developing and managing multiple technology projects for customers by managing the cost, time, and scope constraints, delivering on-time and within budget, while improving the project delivery for Next Dimension and its clients.

**Required qualifications include (i.e. these qualifications are required to be considered):**

- 5+ Years managing multiple projects and / or large projects

**Track record of:**

- delivering projects on time and on budget
- developing project plans, goals, and budgets while identifying resources needed, developing schedules, and measuring results
- understanding overall project objectives, as well as the role and function of each project team member
- ensuring the project objectives and requirements are clear and agreed upon by the customer and all stakeholders
- problem resolution
- effective requirements management, change management, communication management, resource management, issue management, risk management, documentation management, project tracking, status reporting and billing
- Demonstrated ability to build a trust relationship with all stakeholders in a project
- Demonstrated ability to continuously improve within the project and across the program of multiple projects
- Proficient in leadership, interpersonal and written and verbal communication skills
- Strong organizational and customer service skills.
- Proficient in Microsoft Project, Microsoft Word, Microsoft Excel, Microsoft Outlook

**Preferred qualifications include (i.e. one or more of these requirements would be preferred):**

- 5+ Years managing projects in the Information Technology field
- PMP certification
- Proficient in Microsoft PowerPoint and/or Microsoft Visio
- Knowledge and experience in cross-functional project management methods and techniques
- Knowledge and experience in the project management of agile projects

**Education**

- College diploma or University degree in a related discipline is an asset.

Interested applicants are asked to e-mail a resume and cover letter to [resumes@nextdimensioninc.com](mailto:resumes@nextdimensioninc.com) with the subject Director, Project Services

**LINK:**

<https://www.nextdimensioninc.com/careers/#1489159197896-c6e0994a-66f2>

**Managed Services Systems Engineer, Senior – Next Dimension**

- Next Dimension is looking for motivated, innovative, and career-oriented people to join our award-winning Technical Team. We offer a wide range of benefits, opportunities for advancement, fully paid professional education, travel opportunities and regular team activities. Our office is an open concept, high-tech, and fast-paced environment with plenty of amenities. These elements all contribute to an amazing work environment that's fun, exciting and deeply rewarding.
- Successful applicants must possess expert problem solving skills with the ability to work independently and with teams to meet aggressive project timelines. It is also essential for our consultants to demonstrate strong verbal and written communication skills and the ability to interact professionally with a diverse group of technical personnel, executives, managers, and subject matter experts. We are looking for ambitious and enthusiastic individuals who share our core values and our commitment to Integrity, innovation, client needs, and ongoing professional development.

**Required Experience and Qualifications**

- Next Dimension System Engineers must be comfortable working with mid-sized and large organizations on IT infrastructure projects. This position is responsible for the design, integrity, implementation and support of

customer's systems, along with coordinating complex projects. Our Engineers are expected to provide expert technical assistance and they are often responsible for client user training and feedback.

**Required Technical qualifications include (i.e. these qualifications are required to be considered):**

- 7+ years experience in designing, implementing, and supporting virtualization platforms
- 7+ years experience in designing, implementing, and supporting enterprise messaging environments
- 5+ years experience in Key Microsoft technologies, such as Remote Desktop Services and SQL Server in enterprise environments.
- Familiarity with enterprise server and storage infrastructure
- Experience in Layer 2 / Basic Layer 3 networking
- Demonstrated excellent client communication skills
- Certifications: Microsoft MCSE or equivalent

**Preferred Technical qualifications include (i.e. one or more of these requirements would be preferred):**

- Engineer and implement system solutions for customers using technologies that meet their needs
- System documentation and consulting services to include system reviews and recommendations
- Experience in Implementing and supporting disaster recovery solutions
- Implementing and supporting infrastructure over LAN/WAN/MAN networks
- Certifications: Relevant vendor certifications

**Education and Certification**

- Related Technical Diploma/Degree is encouraged

Interested applicants are asked to e-mail a resume and cover letter to [careers@ndinc.ca](mailto:careers@ndinc.ca) with the subject Managed Services Systems Engineer, Senior

**LINK:**

<https://www.nextdimensioninc.com/careers/#1489160427741-209097f4-4cfe>

**Group Underwriter - Green Shield Canada**

Location - Any GSC Office

**Opening Date**

Mar 15, 2017

**Closing Date**

Mar 29, 2017

**Company Overview**

- LOCATION: Any GSC Office
- GSC is not your traditional benefits provider. We're different, and that's a good thing.
- As Canada's only national not-for-profit health and dental benefits specialist, our reason for being is to create innovative solutions that improve access to better health. Committed to providing effective cost containment strategies, advanced technology and exceptional customer service, we manage and administer benefit plan programs for plan members nation-wide.

**Overview of Responsibilities**

- Renewal rating (including analysis of information/reports to determine the reasons behind the renewal and to provide alternate pricing). This includes responding to inquiries relating to pricing, experience, and statistical analysis.
- Evaluate financial position of groups and inform them of their position periodically to prepare them for the rate action required, and to keep A.S.O. and Retention groups apprised of developing surpluses/deficits.
- Evaluate overall financial stability of a group and take action where necessary.
- Evaluate overall financial position of groups within the Team and take corrective measures to bring the margins up to at least the minimum requirement (objective for the Team).
- Develop rates for quotation purposes and answer the financial questions contained in the specifications, as well as provide financial information on Green Shield's price advantages (i.e., Cost Containment initiatives-package).
- Assist in presenting renewals/quotes when it is deemed helpful and when the size of the group or the broker's volume of business warrants the assistance.

- Work within the Group Underwriting department and within the Teams, to develop value-added information to help attract prospective clients and retain existing ones. This includes maintaining or exceeding “service” standards, as established for the department.
- Funnel information concerning our competition, to the team and to the department for analysis (to determine our position in the marketplace).

#### **Competencies and Qualifications**

- Bilingual in French/English is an asset.
- 3-5 years minimum Underwriting experience in the Health and Dental area.
- Excellent computer skills on Microsoft tools (Excel, Word, Powerpoint).
- Post-secondary degree in Mathematics, Economics, Statistics or Computer Science.
- Courses, seminars, etc. concerning Health and Dental benefits, particularly those involving information analyses, would be a plus.
- Technically proficient with knowledge of SAP Business Objects/Webi would be considered a plus.
- Work under minimal supervision.
- Ability to prioritize and organize workloads efficiently in order to meet deadlines.
- Proven analytical and problem solving skills.
- Able to network effectively with various sources (i.e. other departments within Green Shield, Internet, etc.)
- Able to effectively draft a concise, clear proposal, and be able to present the proposal to the Sales Representatives, and to our clients, when required.

#### **Applications**

GSC is committed to providing accommodations for applicants with disabilities. If you require an accommodation please contact [requestforaccommodation@greenshield.ca](mailto:requestforaccommodation@greenshield.ca) and we will work with you to meet your needs.

#### **LINK:**

<http://careers.greenshield.ca/CareerConnector/Job/Details/REP201704>

#### **Neighbourhood Coordinator (LTC/RH) - Village of Aspen Lake**

Windsor, Ontario

#### **Posted:**

March 16, 2017

#### **Closes:**

March 23, 2017 at 9:00 am (Eastern Standard Time)

#### **Competition #:**

33819

- We are currently seeking a Full Time/Part Time Neighbourhood Coordinator to join our team at the Village of Aspen Lake located in Windsor, Ontario. You will join our Leadership team and work approximately 75 hours bi-weekly.
- At Schlegel Villages, we aspire to provide all members of our communities, including team members, with a life enriching experience. Family owned and operated, we take our mission seriously: “to provide holistic health care in a home environment, located within an internal neighbourhood design that promotes a caring community with emphasis on optimal health and life purpose for each resident”.
- Our team members are passionate about providing the highest quality of services to our residents. They not only have the right skills and knowledge, but more importantly, share the organizational values. They have the right attitude; and view their role as not just a job but a calling. In all of our departments, we recruit only the best.
- Schlegel Villages provides ongoing training and education programs to make sure our team members’ skills and knowledge are cutting edge. At our Villages, we realize that the highest quality of service does not just happen – it is the result of a good deal of focused effort.
- We want to hire the best people, provide the best training and education, and support them with the best leadership. Our commitment to these objectives creates a culture and environment of positive engagement on our journey to change the culture of aging.
- The Neighbourhood Coordinator is responsible for supporting the interdepartmental team functioning within the assigned Neighbourhood in the Village. The position is ‘people intensive’, with a substantial component of



the job involving resident/family relations and team member/volunteer relations and issues. The Neighbourhood Coordinator must be a hands-on leader who is willing to work alongside any team member in the Neighbourhood while creating a resident-centered environment. This leadership role is characterized as providing exemplary customer service to residents and supporting committed front line team members from all disciplines with serving leadership.

**Qualifications:**

- Agrees with the objectives and philosophy of the Village and displays a caring, respectful attitude toward the residents, families, and team members
- Supports and embraces a resident-centered social culture
- Demonstrates leadership experience with the ability to coach and mentor others
- Possesses excellent time management and organizational skills
- Demonstrates exemplary customer service skills and is approachable, compassionate, and kind
- Communicates effectively with others
- Focuses on the residents and team with the ability to delegate responsibilities, lead by example, and support others to be successful
- Experience in operational fiscal management
- Experience and ability to analyze and solve problems and mediate conflict resolution
- Facilitates training and guides team development
- Demonstrates skill with computers (GoldCare, MS Word, internet, and office equipment)
- Willingness to upgrade and maintain personal and educational qualifications as required by the changing demands of the job
- Working knowledge of the regulations dictated by the Government of Ontario and Quality Improvement Initiatives
- Requires University Degree, College Diploma, or combination of education and experience
- Able to cope with the physical, mental, and emotional demands of the job
- Schlegel Villages is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please speak with the hiring leader.
- If you are interested and meet the above qualifications, please complete a candidate profile and upload a current resume.
- Please note the application process will take 30-60 minutes. We encourage you to apply when you have this amount of uninterrupted time to complete the process.
- We thank all interested candidates. However, only those selected for an interview will be contacted.

**LINK:**

<https://schlegelmarketplace.itacit.com/itacit-career-ui/postings/33819?CLIENT=772453435&SID=2&LANGUAGE=en>

**Human Resources Recruiter - Mucci Pac Ltd. Kingsville, ON**

- Date: 2017-03-06
- Based at: Reports to: Not Specified
- Type of Employment: Full time employment

**Job Responsibilities and Accountabilities:**

- Develop and execute recruiting plans.
- Coordinate and implement college recruiting initiatives.
- Administrative duties and recordkeeping
- Work with outside headhunters and staffing agencies to identify new talent in outside sales
- Introduce new hires to the company and walk them through the hiring and training process
- Serve as an employee advocate for new hires as well as established employees
- Complete all new-hire paperwork with candidates who meet the expectation of the job
- Employee orientation, development, and training logistics and recordkeeping
- Maintaining employee files and the HR filing system
- Assisting with the day-to-day efficient operation of the HR office



- Work with hiring managers on recruiting planning meetings.
- Post openings in newspaper advertisements, with professional organizations, and in other position appropriate venues
- Utilize the Internet for recruitment. Post positions to appropriate Internet sources
- Research new ways of using the Internet for recruitment
- Use social and professional networking sites to identify and source candidates

**Knowledge, Skills and Abilities:**

- Create job descriptions
- Lead the creation of a recruiting and interviewing plan for each open position
- Efficiently and effectively fill open positions
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation
- Develop a pool of qualified candidates in advance of need
- Research and recommend new sources for active and passive candidate recruiting
- Build networks to find qualified passive candidates

**Physical Abilities:**

- Human Resources Diploma would be considered an asset
- At least 1-2 years experience in a HR Department, and a full understanding of how the department functions
- Spanish speaking would be considered an asset

**LINK:**

<http://www.muccifarms.com/jobs/Human%20Resources%20Recruiter>

**Mine Development Supervisor – K&S Windsor Salt**

- Eastern Daylight Time
- Req ID - 2017-1522
- # of Positions 1
- Job Locations - CA-ON-Windsor
- Posted Date 3/17/2017

**Overview:**

- Reporting to the Engineering Superintendent, the incumbent will be an integral part of the Mine and Engineering Departments and responsible for safely and efficiently coordinating the day-to-day activities in the Ojibway Mine's upcoming twin down ramp development declines. This position will normally be scheduled on day shift.
- The incumbent will directly supervise on-shift development miners & co-ordinate the overall activities of the cross shift miners who will report to the on-shift Mine Department supervisors. The incumbent will also be responsible for overseeing the work of specialty contractors as needed over the course of the work.

**MAJOR ACCOUNTABILITIES:**

- Health and Safety: Utilizing IRS principles ensure that legislation and Company rules/regulations are built in and followed in all assignments and responsibilities. This includes monthly housekeeping and safety meetings, new employee orientation, and investigations.
- Providing Technical Expertise: the incumbent will be accountable to ensure that all activities in the department are being performed in an efficient and effective manner within the guidelines of the Collective Agreement, Company policies and procedures and legislative requirements. Liaising with Maintenance is essential in ensuring objectives are achieved.
- Employee Management: Through the communication of job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures, the expectation is to create an efficient, consistent, cooperative and respectful work environment within the guideline of the Collective Agreement, Company policies and procedures and legislative requirements.
- Administrative: These responsibilities include weekly scheduling, job posting(s), payroll and labour allocation, maintenance work orders, job and task analyses, maintaining training program and other duties as required.
- Environment/Quality: This position is responsible for maintaining product safety, legality and quality as per the corporate We CARE statement.

**EDUCATION:**

- High School Diploma
- Ontario Hard Rock or Soft Rock Supervisory Common Core (or equivalent)
- Ontario Common Core Specialty Modules related to Lateral and/or Ramp Development (or equivalent)

**EXPERIENCE:**

- At least 10 years of underground mining experience, or which 5 were in a supervisory capacity.

**OTHER SPECIAL KNOWLEDGE, SKILLS, OR COURSES REQUIRED TO FULFILL POSITION'S ACCOUNTABILITIES, etc.**

- Strong mining experience and knowledge
- Strong analytical skills
- Excellent communication skills
- Organization
- Working knowledge of Microsoft Office

**LINK:**

<https://canadacareers-mortonsalt.icims.com/jobs/1522/mine-development-supervisor/job>

**Quality Continuous Improvement Specialist - Valiant TMS**

Date Posted 2017-03-11

**JOB DESCRIPTION**

- Define opportunities for improvement across the Valiant group of companies; define qualitative and quantitative goals and objective for each improvement initiative;
- Apply continuous improvement and quality tools to define, measure, analyze, control and improve processes such as Pareto diagram, Fishbone diagram, Flow Diagram, Scatter Diagram, Control Charts, Brainstorming, SIPOC, Process Mapping, PDCA, SWOT analysis, 5W;
- Identify the Total Quality Management (TQM) principles applicable to the Valiant TMS internal customers, lead and coordinate cross functional teams in the process of implementing TQM principles;
- Identify the Quality Management System (QMS) standards applicable to the Valiant TMS internal customers; promote the benefits and advantages of implementing those in Valiant operations;
- Establish, implement, monitor and report on KPI related to quality and process continuous improvements;
- Determine and communicate critical to the quality improvement project; scope and timeline of the project, data and information, the benefits to the internal and external customers, risk and mitigation actions;
- Determine the resources and skills needed to achieve the stated goals and objectives; lead and coordinate the resources and skills to continuously implement and drive changes. Determine and take necessary steps to build and facilitate a team capable of continuously improving quality and performance;
- Identify inputs and outputs of the processes, design data and information collection plan; determine and apply quality and statistical tools to measure the performance of the processes
- A university degree in science, engineering, management, or a related discipline or a college degree in industrial engineering, technology, or science;
- Two + years of experience in the manufacturing/tooling industry;
- Continuous-improvement certification at the Green- or Black-Belt level (an asset);
- Familiar with quality tools, lean manufacturing principles, continuous improvement;
- Familiar with Valiant Operating System and Valiant systems, processes and business objectives;
- Training and experience in Six Sigma (especially on Black Belt level) will be considered an asset;
- Work experience and knowledge in process capability assessments and process mapping;
- Experience in benchmarking, gap analysis and change management an asset;
- Advanced Excel skills and Mini tab an asset

**Location:**

Windsor, ON

**Job Type:**

Engineering, Manufacturing, QA - Quality Control

**Experience:**

Not Specified

**Date Posted**

2017-03-11

**LINK:**

<http://www.jobs.net/jobs/valianttms/en-ca/job/Canada/Quality-Continuous-Improvement-Specialist/J3J88X75RYYCP0R0R29/>

**Robot Programmer - Valiant TMS**

Date Posted 2017-03-16

**JOB DESCRIPTION**

- Robot and PLC Programming Specialist
- NOC Unit Group 2232
- (Mechanical Engineering Technologists and Technicians: Robotics Technician / Technologist)
- Scope and Accountability:
- The position scope includes, but is not limited to supporting jobs from concept to launch including but not limited to commissioning and troubleshooting at Valiant and during the installation and launch at the customer's site following established manufacturing processes and standards in accordance with Company and customer specifications.
- Ensure the efficiency, and the adherence to the standards and the needs of the customer and the company, of all developed off-line or on-line robot programs;
- Introduce programming improvements in robotic systems consistent with customer changes or the company's manufacturing needs;
- Implement application requirements related to robotic welding, sealing and material handling functions;
- Identify spot welding locations as defined by weld data sheets and other technical data;
- De-bug, tryout and verify I/O signals and interference zones in the system;
- Maintain frequent communication with mechanical and controls design personnel, as well as with manufacturing personnel, throughout the entire programming, dressing and tryout phases of installation;
- Provide complete documentation of the robotic procedure, including a printout of robot path programs and all associated data fields;
- Provide for the security, integrity, back-up and recovery of programming information;
- Assist in the training of junior personnel in robotic applications and uses of the system, as applicable to specific job functions and as directed by the Leadership;
- Provide technical input for the development of training manuals;
- Support and participate in the off-line robotic simulation process in conjunction with I/O signals and application data; and
- Perform the uploading and downloading of robot paths and programs, completing on-line adjustments as required.

**Remuneration:**

- (NOC Unit Group 2232 – Average Prevailing Wage: Windsor, Ontario)
- \$28.85 per hour +

**Requirements:**

- A completed industrial electrician apprenticeship or a technician diploma in robotic studies, from a recognized community college;
- A minimum of four (4) years work experience as a robot programmer;
- A demonstrated ability to read, interpret and generate:
- Robot controls circuits and application drawings
- Machine controls design and logic drawings
- PLC logic
- Robotic application software;
- A complete understanding of manufacturing systems and operations including mechanical, electrical and controls processes; and
- A proven ability to work well with others in a team-based work environment.

- APPLY

**Location:**

Windsor, ON

**Job Type:**

Manufacturing

**Experience:**

Not Specified

**Date Posted**

2017-03-16

**LINK:**

<http://www.jobs.net/jobs/valianttms/en-ca/job/Canada/Robot-Programmer/J3K75M6QFXFJCKH1CKG/>

**Robot Simulation Designer (NOC 2233) - Valiant TMS**

Date Posted 2017-03-16

**JOB DESCRIPTION**

- The position scope includes, but is not limited to lead robotic design projects, conduct simulation reach studies, cycle time analysis, downloading/uploading of robot paths/programs, support manufacturing during build phases, resolve any non-conformances in a timely manner, and create robotic cell concepts using simulation software in support of estimating and sales.
- Develop applications using computer-assisted drafting and manufacturing software and hardware for the control of robots and related manufacturing processes and operations;
- Provide processing department with tool location on automation lines that include robot welding, and robot material handling applications;
- Download programs from simulation software to robot controllers;
- Assist mechanical, electrical, pneumatic, and hydraulic personal by using simulation software's to debug robot functions during the assembly stages;
- Establish simulation standards for new studies or modifications to the simulations and programs of existing equipment;
- Review simulations with Customer and other departments;
- Order robot dress when not ordered with the robot;
- Provide mechanical design with information necessary for applications that include robots and other dynamic equipment;
- Upload programs from robot controllers to simulation software for permanent storage and future reference;
- Oversee tasks done by other department members to ensure completeness and accuracy.
- Plan, and delegate, job tasks for other department members;
- Communicating technical details/methods to other department members to help them perform tasks efficiently;
- Developing new work methods to improve department performance; and
- Incorporate robot safety functions into robotic cell designs.

**Remuneration:**

- (NOC Unit Group 2233 – Average Prevailing Wage: Windsor, Ontario)
- \$26.00 per hour +
- A university degree in electrical or mechanical engineering or a college diploma in electrical or mechanical technology;
- A minimum of two (2) years electrical or mechanical engineering (robot, electrical design) experience or a minimum of two (2) years robot programming experience;
- Mandatory ROBCAD and Process Simulate proficiency;
- Design or programming experience including familiarity with automation, engineer assembly, weld lines and robots; and
- Proven and superior communication skills and the ability to work with others in a team atmosphere.

**Location:**

Windsor, ON

**Job Type:**

Engineering, Manufacturing

**Experience:**

Not Specified

**Date Posted**

2017-03-16

**LINK:**

<http://www.jobs.net/jobs/valianttms/en-ca/job/Canada/Robot-Simulation-Designer-NOC-2233/J3J0G16N6J5FGTK9PKZ/>

**Scheduler - A.P. Plasman Tilbury**

- FULL-TIME
- LOCATION: Tilbury Plant, Tilbury, ON, CA
- DATE POSTED: March 13, 2017
- DIVISION: A.P. Plasman
- CATEGORY: Supply Chain
- A.P. Plasman Don't get stuck in neutral, rev up your career with Plasman Group. Do you have what it takes to impact major global auto manufacturers? For the Plasman Group and our 3600+ team members, it's all in a day's work. We operate 20 highly automated manufacturing sites and dedicated engineering and sales locations globally. When you join A.P. Plasman, a full-service division of Plasman Group, you are joining a team that influences the future of the class A automotive industry. We're a part of the whole process from design to finishing, but it's more than that. It's about the passion we bring to each project, leading to comprehensive solutions. It's about making a contribution to the component, and being a part of something bigger. It's about people leading innovation. Are you ready to get behind the wheel of your career? By joining A.P. Plasman, you'll be part of a team that has a hand in nearly every vehicle made by today's major car companies. They know our teams deliver because striving for excellence isn't just what we do; it's who we are.

**THE ROLE**

- We are presently looking for a qualified candidate to join our team in the capacity of: SCHEDULER Our ideal candidate is a self-motivated team player with good communication skills and would be responsible for, but not limited to, the following:
- Receive and process customer releases through EDI within Trans4M ERP system
- Analyse releases and review on hand inventory levels in order to create an effective production schedule and communicate these production schedules to all departments
- Review finished goods and internal product inventory levels by analyzing production factors to establish optimum minimum/maximum levels
- Identify inventory short comings to on hand inventory and work with internal suppliers to remedy situations
- Communicate daily shipping releases to Shipping Personnel to ensure customer orders are prepared timely and accurately for shipment
- Responsible for release scheduling to suppliers of raw materials and components to include reporting out of control issues
- Responsible to ensure adequate packaging (returnable and expendable) is available in order to meet daily production schedules
- Responsible to communicate daily production schedules to Purchasing, Maintenance and plant Supervisors
- Act as a frontline customer contact for internal and external customers
- Promote and maintain positive interplant inventory scanning process improvement initiatives
- Work Program Management and/or Engineering to coordinate the introduction of new parts into production processes
- Encourage a positive attitude within the scheduling group to ensure fact based decisions are used to evaluate and design best practice, best solutions for the benefit of the company
- Responsible to participate in planned physical inventories

## **EDUCATION**

- Must possess a secondary school diploma or equivalent, with preference given to those who have completed some or all of a College level program

## **EXPERIENCE**

- Experience in materials an asset
- Must have experience in Microsoft Office (word, excel, outlook)
- Must have the ability to understand and use TRANS4M system
- Must have the ability to be trained for the above-mentioned responsibilities and authorities

## **LINK:**

[http://www.theplasmangroup.com/job-listing/?job\\_id=124](http://www.theplasmangroup.com/job-listing/?job_id=124)

## **PT Production Packer – Sunset Produce (Kingsville)**

- Requisition Number - 17-0072
- Post Date - 3/14/2017
- Description - Part-time: Monday, Wednesday, and Saturday

## **Primary Function:**

- The essential function of this position is to grade and pack all products to customer specifications. The individual is also responsible for a wide variety of duties including but not limited to this job description.

## **Primary Responsibilities:**

- Grade and pack all product(s) according to company/customer specifications.
- Maintain product quality standards that meet product specifications.
- Ensure proper packing material is used.
- Assist in packaging/washing set up, as needed, to ensure smooth flow of product.
- Maintain a sanitized and organized department that meets all food safety requirements (work with FS coordinator).
- Follow all company rules and policies at all times.
- Respect all other employees and work in a professional manner at all times projecting a good company image.
- Must handle all sanitizing chemicals safely, as prescribed.

## **Position Requirements:**

- High School Diploma
- Related work experience in food production an asset
- Work as a team member; follow directions and offer support and suggestions when necessary
- Excellent communication skills
- Flexible to job demands (hours, etc)
- Be respectful and deal tactfully with employees, customers and vendors
- Keep all company information confidential and will not disclose any company information to outside individuals

## **Working Conditions:**

- Work in a cool temperature environment
- Work well under pressure
- Capable of lifting at least 30lbs
- Work long hours if necessary
- Standing for long periods of time
  - Please note: Mastronardi Produce has accommodation processes and policies in place and provides accommodation for employees with disabilities. If you require a specific accommodation because of a disability or documented medical need, please contact the Human Resource office so that arrangements can be made for the appropriate accommodation to be put into place.

## **LINK:**

[https://rt11.ultipro.ca/MAS5000/JobBoard/JobDetails.aspx?\\_ID=\\*BBC3225BA77FA451](https://rt11.ultipro.ca/MAS5000/JobBoard/JobDetails.aspx?_ID=*BBC3225BA77FA451)

## **Tax Analyst – FCA Canada Windsor**

- Job Number: 1026493
- Location: Windsor, ON

- Date Posted: 3-15-2017

**The Tax Analyst will be responsible for:**

- Preparation of annual corporate tax returns for all Canadian FCA entities including schedules for research and development tax credits
- Preparation of monthly Federal and Provincial sales tax and excise tax returns for all applicable Canadian FCA entities
- Preparation of weekly payroll payments and all annual T-slip filings
- Preparation of property tax payments and returns
- Preparation of environmental and tire tax returns
- Preparation of charity returns
- Preparation of journal entries, account reconciliations and supporting schedules for the above items
- Assisting with governmental and internal audit queries of above items
- Assisting on special projects and research assignments
- Interfacing with various domestic and international FCA staff and outside advisors

**Basic Qualifications:**

- Bachelor of Commerce degree with a major in Business or Finance
- Minimum one years' combined finance/accounting/tax experience
- Excellent working knowledge of Microsoft suite of programs, particularly Excel
- Strong organizational skills
- Strong work ethic
- Good communication skills
- Legally authorized to work in Canada

**Preferred Qualifications:**

- Minimum one years' tax experience
- Professional accounting designation either CA, CGA, CMA or Canadian CPA
- Experience in a national public accounting firm or Fortune 100 Manufacturing Company
- CICA In-Depth Tax Course completion
- Experience in evaluation of tax assessments
- Experience with SAP
- FCA Canada Inc. is proud to extend to its employees a compensation and benefits package that is designed to retain their talent and to motivate and reward job performance. Our present compensation program provides for competitive, market based salaries, and annual vacation and holiday time off. We make available a comprehensive health care benefits plan which, depending upon the employee's role, includes medical, dental, vision and prescription drug coverage. We also offer a disability absence plan, group and optional life insurance program, savings plan, tuition assistance, and vehicle purchase and lease discounts for certain employees, and for their family and friends.
- FCA Canada Inc. is committed to ensuring equal opportunity in employment, and supports Employment Equity programs to promote the more equitable participation of women, people with disabilities, Aboriginal Peoples of Canada, and members of visible minority groups.
- Note: Some of the benefits listed above may not apply to summer vacation replacement and temporary employees.
- FCA Canada Inc. is committed to providing accommodation for people with accessibility needs due to disabilities in all aspects of the hiring process. If you request an accommodation, we will work with you to meet your accessibility needs due to disability.

**LINK:**

<http://find.fcagrouppcareers.com/en-CA/Job-Details/Tax-Analyst/Windsor-ON/xjdp-jf405-ct100227-jid70483649>

**Pharmacy Technician (Temporary Part Time) – Windsor Regional Hospital**

**Job Summary**

- The Pharmacy Technician is responsible for assisting in the various activities of the Pharmacy Services Department of a technical or clerical nature, under the supervision and direction of a pharmacist. The Pharmacy



Technician is accountable on a daily basis to the pharmacist working in the area assigned. The incumbent is responsible for delivery of care consistent with the vision and values of the hospital and the standards of relevant professional organizations. The Pharmacy Technician complies with the Occupational Health and Safety Standards for the Hospital and is proactive in promoting a safe work environment.

#### **Qualifications**

- Graduate of an Accredited Pharmacy Technician program - preferred
- Registration as a Registered Pharmacy Technician with the Ontario College of Pharmacists - required
- Previous hospital pharmacy experience – preferred
- Knowledge of hospital and pharmacy policies and procedures
- Good reading, writing, mathematics, typing and oral communication skills
- Ability to work effectively as a member of an interdisciplinary health care team
- General good health and a level of fitness appropriate to the demands of the position
- French language proficiency an asset
- WE ARE AN EQUAL OPPORTUNITY EMPLOYER
- We thank all applicants in advance for their interests, however only those under consideration will be contacted.

#### **LINK:**

[http://www.wrh.on.ca/Site\\_Published/wrh\\_internet/RichText.aspx?Body.QueryId.Id=78399&LeftNav.QueryId.Categorie s=190](http://www.wrh.on.ca/Site_Published/wrh_internet/RichText.aspx?Body.QueryId.Id=78399&LeftNav.QueryId.Categorie s=190)

### **16.1212 Accredited Records Technician (Permanent Full Time) – Windsor Regional Hospital**

#### **Job Summary**

- Reporting to the Director, the Accredited Records Technician codes and abstracts patient charts for Met and Ouellette Campuses and ensures confidentiality, accuracy and completeness for future reference. Duties include: servicing all charts according to current guidelines and while doing so, checking for completeness, and correctness; coding all procedures and diagnosis using guidelines as provided C.I.H.I.: electronically submitting all required data to C.I.H.I. as per current guidelines, representing, by the use of codes, a summary of all charting; upon receipt of the reports from C.I.H.I., do any necessary corrections, redirecting them to C.I.H.I.; sends query forms to C.I.H.I.; participating in Quality Assurance Activities; provide information for various audits; e.g. irregular events, Neoplastic audits, OB and GYN audits, etc. monthly and yearly statistics, filing C.I.H.I. reports. The Accredited Records Technician complies with the Occupational Health and Safety standards for the hospital and is proactive in promoting a safe work environment.

#### **Qualifications**

- Graduate of an Accredited Health Records Technician/Administrator Program-required
- Graduate of the Canadian College of Health Record Administrators (Associate Level) required
- Active member of the Canadian Health Records Association-required
- 2-3 years recent coding experience –preferred
- Experience working in a highly automated Windows environment-required
- Prior experience dealing with health professionals an asset
- Excellent interpersonal and oral communication skills- required
- Ability to work effectively within a collaborative team environment
- General good health and a level of fitness appropriate to the demands of the position
- WE ARE AN EQUAL OPPORTUNITY EMPLOYER
- We thank all applicants in advance for their interests, however only those under consideration will be contacted.

#### **LINK:**

[http://www.wrh.on.ca/Site\\_Published/wrh\\_internet/RichText.aspx?Body.QueryId.Id=78397&LeftNav.QueryId.Categorie s=190](http://www.wrh.on.ca/Site_Published/wrh_internet/RichText.aspx?Body.QueryId.Id=78397&LeftNav.QueryId.Categorie s=190)

### **Genetic Counsellor - John McGivney Children's Centre**

- Reports To: Director of Client Services
- Posting Closes: Friday March 24, 2017 at 4:00pm

**Primary Function:**

- The Medical Genetics Program of Southwestern Ontario, part of London Health Sciences Centre, has had a genetics outreach clinic located in Windsor, Ontario, for a number of years. The Windsor clinic will be relocated to the John McGivney Children's Centre as of April 1, 2017, for an initial one-year period.
- We are currently seeking a Temporary Full-time Genetic Counsellor. The successful candidate will be an employee of The John McGivney Children's Centre, reporting to the Director of Client Services.
- Hours of Work: 37.5 hours per week Duration: 1 Year Contract (April 2017 – March 2018)

**Job Requirements:**

- Under clinical supervision and oversight provided by LHSC, the successful candidate will:
- Set up the outreach clinic in its new site
- Treat prenatal, pediatric and general genetics patients
- Work independently in triaging patients, providing genetic counselling within the scope of practice, and discussing cases with the medical geneticist on-call at LHSC. Counselling letters will be reviewed by the Medical Geneticist.
- The Genetic Counsellor will also prepare cases for the genetics outreach clinics held 2 days a month with a Medical Geneticist in attendance

**Qualifications:**

- Masters Degree in Genetic Counselling from an accredited university
- Certification with or eligible to be certified with the Canadian Association of Genetic Counsellors (CAGC) or American Board of Genetic Counsellors (ABGC) preferred
- Minimum one year recent, related genetic counselling experience in a clinical setting
- Advanced knowledge and understanding of genetic disorders/inheritance in relation to risk calculation/counselling
- Advanced ability to assess and meet psycho-social needs of clients/families
- Demonstrated successful case management skills
- Demonstrated ability to communicate effectively in groups, one-on-one and in writing
- Demonstrated ability to deal effectively with patients and families in crisis
- Demonstrated ability to plan, organize and prioritize work
- Demonstrated ability to develop educational programs and materials
- Working knowledge of other healthcare disciplines and their role in client care
- Working knowledge of research process and methodology
- Demonstrated ability to work collaboratively and effectively in an inter-professional team environment
- Demonstrated understanding of legal and ethical issues related to privacy and confidentiality
- Self-directed in professional development
- Demonstrated proficient computer skills using computerized genetic databases and information systems
- Demonstrated knowledge of and commitment to the principles of patient and family-centred care
- Demonstrated knowledge of and commitment to patient and staff safety
- Demonstrated ability to attend work on a regular basis
- Satisfactory police clearance completed in the past three months

**LINK:**

[http://www.jmccentre.ca/jmcc\\_resources?page=28](http://www.jmccentre.ca/jmcc_resources?page=28)

**Quality Engineer – Ground Effects**

Summary: Ground Effects is looking for an Quality Engineer to assist the Quality department at the corporate head office in Windsor, Ontario.

**Job Duties**

- Maintain the warranty systems for part returns analysis and claim data analysis
- Coordinate and conduct routine warranty reviews/meetings with external customers
- Participate in defining appropriate warranty agreements with customers which may include developing warranty targets, warranty factors, warranty contracts for prior/new business.

- Track and Obtain scores/warranty data from all OEM systems as applicable to measure and report out to higher management
- Conduct Warranty Investigations, including analysis, conclusion and reporting to internal and external customers
- Facilitate and track countermeasures both internally and externally to the company
- Relies on experience and judgment to plan and accomplish goals.
- Performs related duties and special projects as assigned.
- Contributes toward effective team problem solving with other employees and management

#### **Requirements**

- University Graduate or College Diploma in Engineering or equivalent
- 1-3 years of Quality Engineer experience in a manufacturing environment automotive experience preferred
- Must have knowledge of most customer warranty systems , especially FCA and GART
- High strength in problem solving methodology
- Strong organizational skills
- Strong interpersonal skills
- Excellent oral and written communication skills
- Strong computer skills proficiency in MS office applications
- Must possess the ability to set priorities
- Must be self-motivated and able to work with minimal supervision and/or direction.
- Must be able to cross border freely, travel frequently with valid driver's license and clean driving record
- Please reply by email to [hr@gfxltd.com](mailto:hr@gfxltd.com) or by fax to 519.946.0747. Only the selected candidates will receive a response. Thank you for your interest

#### **LINK:**

<http://www.gfxltd.com/employment?opp=61>

#### **Manufacturing Engineer – Ground Effects**

- Summary The Manufacturing Engineer will take responsibility for all design for manufacturing and assembly activities at Ground Effects. The incumbent is expected to pro-actively identify where products could be better optimized for manufacture/assembly.

#### **Job Duties**

- Representing and enforcing DFMEA in design reviews.
- Representing manufacturing in DFM/A's.
- Leading PFMEA / Control Plan creation and updates (with supplier participation).
- Creation of assembly flow charts or supervision of supplier assembly flow charts creation for manufacturing or rework activities.
- Assist Quality with Work Instructions for manufacturing or rework activities.
- Creation of Control Plans or supervision of supplier Control Plan creation for manufacturing or rework activities.
- Ensuring that all assembly processes operate within lean manufacturing principles (Value Stream Mapping, 5S, Kanban, etc.).
- Identification of DFM/A improvements to existing products to include a cost benefit analysis to allow senior evaluation and approval.
- Identification of manufacturing process improvements to existing process and tiered supplier base to include a cost benefit analysis to allow senior evaluation and approval.
- Supporting our Quality department in the qualification and selection of new suppliers by inputting a thorough evaluation of the suppliers manufacturing capabilities.
- Input of manufacturing (tooling, Assembly and Manufacturing Test equipment) estimates to quotations to our potential customers.
- Conduct work flow analysis and make recommendations for improvement in material handling and shop layout.
- Establish and maintain work standards for product costing and productivity measurement.
- Develop and optimize work flow in cell layout to streamline material flow while providing ergonomic work areas
- Create Engineering Change Notices (ECN) as related to manufacturing process improvements.

## Requirements

- Engineering degree in appropriate field, e.g. B. Eng (Mechanical or equivalent)
- Minimum 3 years' experience as a manufacturing engineer in a high volume manufacturing environment.
- Experience of taking at least one project through manufacturing launch plus at least one year of subsequent production.
- Experience of participation in a product development team from inception to manufacturing launch including evidence of the imposition of DFM/A into the design.
- Expertise in DFM/A techniques.
- Expertise in Lean Manufacturing Techniques.
- Knowledge of the requirements of TS16949
- Knowledge and execution experience of APQP, PPAP, PFMEA, Control Plans, and Process Flow.
- Proven ability to create and execute project plans that have achieved the identified targets.
- The ability to produce reports/presentations to communicate status of assigned projects/tasks.
- Demonstrated organizational skills with strong oral and written communication abilities
- Quality Control background including problem solving and root cause analysis
- Sound technical background (hands-on) with logical deductive reasoning approach
- Interest in developing technical skills through both internal and external training
- Exceptional organizational abilities with task prioritization, multi-tasking, use of timelines and time management techniques
- Support continuous improvement in the department and company as a whole
- Knowledge of CAD would be an asset
- Ability to work in a fast-paced environment
- Must be able to work with little supervision; must be self-directed

## Work Conditions

- Some travel may be required
- Ability to attend and conduct presentations
- Ability to physically implement designs
- Overtime and weekend work may be required
- May be exposed to hazards associated with manufacturing necessitating PPE
- Please reply by email to [hr@gfxltd.com](mailto:hr@gfxltd.com) or by fax to 519.946.0747. Only the selected candidates will receive a response. Thank you for your interest

## LINK:

<http://www.gfxltd.com/employment?opp=62>

## Mold Making Apprentice – Windsor Mold Group

- Company Name: Windsor Mold Group
- Location: Windsor, ON
- Employment Type: Full Time
- Category: Manufacturing

## Mold Making Apprentice - Job Description

- Come join our growing team thriving in a technology driven environment committed to investing in people, equipment and processes. Windsor Mold offers a competitive compensation package including comprehensive benefits, a company matched pension and generous holidays and vacation.
- Position: Mold Making Apprentice
- Reports to: Manufacturing Manager

## Duties/Responsibilities

- Capable of performing all of their duties with medium supervision
- Able to build tools as assigned by mold making leader, with supervision
- Demonstrates an adherence to policies and procedures
- Employee demonstrates that they are cooperative and willing to work with all levels within the organization
- Employee is stable, courteous, has sound judgment, and has a positive personal appearance

- Other duties or tasks as assigned or required

#### **Job Requirements (education/experience/competencies)**

- Must be a mold maker/in pursuit of papers
- Developing technical skills
- Eager to learn
- Ability to work in a team
- Ability to follow direction
- Positive behavioural qualities
- Windsor Mold is committed to providing accommodations for persons with disabilities. If you require accommodation we will work with you to meet your needs. Please review our accessibility policies on our website at [www.windsormoldgroup.com](http://www.windsormoldgroup.com)

#### **LINK:**

[http://www.apmaautohr.com/job-listing/-on/windsor/mold-making-apprentice/f717\\_42277.htm](http://www.apmaautohr.com/job-listing/-on/windsor/mold-making-apprentice/f717_42277.htm)

#### **Maintenance Leader – Windsor Mold Group**

- Company Name: Windsor Mold Group
- Location: Windsor, ON
- Employment Type: Full Time
- Category: Production

#### **Maintenance Leader - Job Description**

- Come join us! The Automotive Components Division of Windsor Mold Group is a full service supplier of interior and exterior injection molded plastic components and assemblies, providing innovative solutions for automotive plastics applications to original equipment manufacturers and their suppliers. We offer a great work environment offering industry-competitive pay and benefits.
- Working closely with the Maintenance Team, the Maintenance Leader is responsible for the supervision, planning and implementation of daily maintenance, preventative and predictive asset management. This position reports to the Maintenance Manager.
- We currently have an opening for at our Emrick Plastics facility for a Maintenance Leader. The ideal candidate for this position is team-focused with excellent communication skills and the ability to trouble shoot and problem solve in a variety of challenging and changing situations in addition to:
  - Establish and maintain consistent training and operating procedures.
  - Upgrade and maintain work instructions.
  - Maintain preventive and predictive maintenance procedures and reports.
  - Maintain building and general maintenance of facilities.
  - Consistently maintain work order system.
  - Overall supervision of department and related functions.
  - Consistently implement and enforce Company policies and procedures.
  - Ensure all safety related programs are followed properly. (i.e. Drug Free Workplace, etc.)
  - Complete assigned paperwork as appropriate.

#### **EDUCATION / QUALIFICATIONS:**

- 2-3 year (or higher) technical or business degree/diploma or equivalent work experience
- Above-average proficiency with MS Office applications including Outlook and Excel
- Excellent communication skills

#### **LINK:**

[http://www.apmaautohr.com/job-listing/-on/windsor/maintenance-leader/f717\\_35017.htm](http://www.apmaautohr.com/job-listing/-on/windsor/maintenance-leader/f717_35017.htm)

#### **Manufacturing Supervisor – Flex N Gate**

- Online Campus, NA 99998
- Posted: 03/09/2017
- Job Reference #: 2705
- Job Description ID - 2017-2705

- # of Openings - 1
- Job Locations - CA-ON-Windsor
- Department - Production

**Overview:**

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

**Scope of the Position:**

- The Manufacturing Supervisor is responsible for supervising operations to ensure production is operating in a safe, efficient, and timely manner. Responsible for productions schedules and posting of daily work assignments based upon production needs and individual strengths. Must be shop floor orientated and provide "hands-on" product/process support for all reports on a daily basis. This individual will be the driver behind product/process safety, quality, delivery and morale. Accountable for continuous improvement of assigned department as well as training and development of direct reports.

**Responsibilities:**

- All work must be performed in a safe, efficient manner in compliance with Company Policy, Local, Provincial and/or Federal rules and regulations and if applicable Collective Agreement.
- Communicates, Trains, guides and coaches employees to achieve operational initiatives that optimize team efforts in the manufacturing of high quality products.
- Mentors and develops lower level supervisors. Evaluates interpersonal skills, provides feedback and recommends as well as methods to improve interpersonal communications.
- Schedules and assigns personnel to work according to the demand of the manufacturing schedules.
- Continually assesses the limitations of equipment capacity and materials supply to directly make adjustments to personal for optimization of manufacturing output.
- Assesses each employee's abilities and skills to match with capabilities required for each area of the manufacturing floor.
- Continuously monitors and tracks output, manufacturing processes, labour efficiencies, direct operating expenses and quality indicators for assigned cost centers.
- Measures performance and quality.
- Drives positive results in operational Key Process Indicators.
- Establishes and builds working relationships with other departmental personnel, such as Maintenance, Engineering, Finance, Planning and Quality to meet production schedules
- Meets regularly on a formal basis with Management Team to review production results and improvement priorities.
- Performs other related tasks as assigned.

**Qualifications:**

- 5 years' experience in an automotive manufacturing environment.
- Occupational Health and Safety Act, Labour Laws.
- Conflict Resolution Management, Time Management.
- Strong communication, presentation, organizational, problem solving, teamwork interpersonal and leadership skills.
- Proficient computer skills.
- Effective use of technology, instruments, tools and information systems.
- Ability to seek a team approach.
- Ability to give guidance and direction as required.
- Ability to set direction, make decisions and oversee the line with little to no direct supervision.
- Solid computer proficiency and knowledge of Microsoft Office software suite.
- Availability to support/operate on off shifts as required.
- Ability to deliver business results both independently and through others.

**Benefits:**

- Medical, dental, prescription, vision, life and disability insurance

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

**LINK:**

<http://jobs.flex-n-gate.com/manufacturing-supervisor/job/6510285>

**Corporate Tooling Engineer – Flex N Gate**

- Online Campus, NA 99998
- Posted: 03/16/2017
- Job Reference #: 2574
- Job Description ID - 2016-2574
- # of Openings - 2
- Job Locations - CA-ON-Windsor
- Posted Date - 3/16/2017
- Department - Engineering

**Overview:**

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

**Scope of the Position:**

- A tooling/engineering professional that is a member of the FlexNGate Program Development team responsible for the development of Plastic Injection Molds that meet and exceed FlexNGate Standards while ensuring a successful program launch.
- This person will be part of the team that helps lead and support our lighting business, so previous tooling engineer experience with lighting background (lamps, rear and front exterior lighting) in an automotive environment is strongly desired.

**Responsibilities:**

- Exterior lighting tooling experience required
- Review part designs to ensure they are moldable
- Review of Mold designs to ensure they meet Flex-N-Gate Manufacturing and Mold Build Standards.
- Molds are delivered to FNG Manufacturing plants on time
- Work with program management as required
- Customer interface as required
- Timely completion of program documentation as required
- Review of engineering change cost
- Coordinate and direct tool makers/Suppliers during tool build events

**Qualifications:**

- A minimum of five or more years in automotive plastic injection mold build and design experience
- A bachelor's degree in an applicable field is favorable
- Lighting background coveted
- Solid computer skills with drafting spreadsheets, correspondence, MS Project, and Engineering Specific Applications such as parts review, mold design, mold analysis.
- Excellent communication skills, written and verbal.
- The ability and willingness to travel as part of job duties-in Canada/North America.

**Benefits:**

- Medical, dental, prescription, vision, life and disability insurance; and a flexible spending account
- 401(k) retirement savings plan with company match
- Extensive safety training, new hire orientation, continuous learning and development programs and tuition reimbursement
- Paid holidays and vacation time



**LINK:**

<http://jobs.flex-n-gate.com/corporate-tooling-engineer/job/6602703>

**Quality Engineer – Flex N Gate (Tecumseh)**

- Online Campus, NA 99998
- Posted: 03/13/2017
- Job Reference #: 2768
- Job Description ID - 2017-2768
- # of Openings - 1
- Job Locations - CA-ON-Tecumseh
- Posted Date - 3/13/2017
- Department - Quality

**Overview:**

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

**Scope of the Position:**

- The Quality Engineer supports and promotes plant wide quality improvement efforts. Lead and maintain PPAP Process and supporting functions. Evaluate and develop improvement techniques for quality and reliability. Maintain and report on the quality systems using Process Audits (Layered, Flex-N-Gate, Customer required, Control plan audits). Works with employees, suppliers and customers to produce quality products that meet or exceed the customer and plant's requirements. Coordinates Corrective Action and Continuous Quality Improvement.

**Responsibilities:**

- Handle customer issues. Review customer testing requirements and ensure that systems are in place to meet them.
- Work with suppliers to ensure testing requirements are being met and over see PPAP process.
- Ensure production is producing quality product to specifications.
- Support upkeep of the calibration system. Maintain records, ensure gages and equipment are calibrated within required time.
- Provide support onsite to customer/suppliers as needed.
- Support prototype builds (document according to prototype checklist inspection process).
- Collect SPC data and report monthly; and work with manufacturing on process improvements.
- Support manufacturing in the development of job instructions and procedures.
- Document all activities as required.
- Provide support and maintain compliance with all company guidelines, union contracts, TS16949, ISO14001, and all applicable government regulations and standards.
- Define and implement “Customers indicators” to monitor the satisfaction level of the customer and reporting back to management.
- Makes decisions with regard to disposition of non-conforming material and that proper containment and follow up is done.
- Perform additional assignments per manager’s direction.
- Advise on improvements in tracking and reporting procedures.

**Qualifications:**

- Bachelor’s Degree in quality engineering or related technology or equivalent.
- Minimum of 4 years experience in a manufacturing facility that offered the opportunity to gain a well rounded background in quality engineering.
- Six Sigma certification preferred.
- Knowledge of production process, machines, tools, including design and uses.
- Strong organizational skills.
- Strong communication skills (both verbal and written).

- Proficiency with database applications and administration systems, specifically Microsoft Office and the use of statistical software.
- Ability to work effectively alone and prioritize.
- Must be a highly motivated, service and team-oriented individual with an attention to detail.
- Enthusiasm for challenge and new initiatives are prerequisites.
- Strong analytical ability
- Supervisory and interpersonal skills are required
- Troubleshooting ability is required
- Strong decision making and problem solving skills
- Demonstrated good internal and external customer service skills
- Good presentation skills
- Ability to manage multiple projects.
- GDT/Blueprint reading
- Engineering specifications and understanding
- CMM/Layout measurement

**Benefits:**

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


**LINK:**

<http://jobs.flex-n-gate.com/quality-engineer/job/6596324>

**Machinist, CNC (computer numerical control) - Technicut Tool Inc.**

Posted on March 17, 2017 by **Employer Details**

**Job Details**

- Location Windsor, ON
- Salary \$19.00 to \$28.00 hourly for 40 to 48 hours per week
- 3 Vacancies
- Terms of employment Permanent Full time
- Start date As soon as possible
- Employment conditions Employment Conditions: Day, Evening, Night, Weekend, Shift, Overtime
- Job no.606585
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

Other trades certificate or diploma or equivalent experience

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

Machinist Trade Certification

**Equipment and Machinery Experience**

Surface grinders; Milling machines; Computer numerical control (CNC) machines; Boring machines; Conventional; Computer-aided design (CAD)

**Experience**

3 years to less than 5 years

**Weight Handling**

Up to 13.5 kg (30 lbs)

**Work Setting**

General manufacturing; Aviation/aerospace manufacturing

**Specific Skills**

Read and interpret engineering drawings, blueprints, charts and tables; Document and report deviations from specifications and tolerances; Verify dimensions of parts machined using precise measuring instruments (e.g., micrometers, calipers); Set up, operate and maintain a variety of conventional and computer numerically controlled (CNC) machine tools; Verify dimensions of products for accuracy and conformance to specifications using precision measuring instruments

**Security and Safety**

Criminal record check

**Own Tools/Equipment**

Tools; Steel-toed safety boots; Safety glasses/goggles

**Transportation/Travel Information**

Own transportation

**Work Conditions and Physical Capabilities**

Fast-paced environment; Attention to detail; Standing for extended periods; Tight deadlines; Overtime required

**Work Location Information**

Willing to relocate

**Measuring Tools**

Gauges; Micrometers; Callipers; Calibre; Verniers

**Personal Suitability**

Initiative; Effective interpersonal skills; Flexibility; Accurate; Team player; Dependability

**How to Apply**

By e-mail:

[hr@technicuttool.com](mailto:hr@technicuttool.com)

By fax:

(519) 969-3251

By mail:

2285 Ambassador Drive, Windsor, Ontario, N9C3R5

Advertised until:

2017-04-16


LINK:

<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=22664680&source=searchresults>

**Installer, Kitchen Cabinet - DZ Contracting**

Posted on March 16, 2017 by Employer Details [DZ Contracting](#)

**Job Details**

- Location Windsor, ON
- Salary \$15.00 to \$25.00 hourly for 30 to 50 hours per week
- 1 Vacancy
- Terms of employment Permanent Full time
- Start date 2017-04-15
- Employment conditions Employment Conditions: Day
- Job no.612381
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

No degree, certificate or diploma

**Major Work Area**

Installation

**Experience**

Experience an asset

**Additional Skills**

Supervise other workers; Document and prepare invoices and work orders

**Area of Specialization**

Kitchen cabinets and vanities

**Weight Handling**

Up to 23 kg (50 lbs)

**Specific Skills**

Utilize hand and power tools; Read and interpret blueprints, maps, drawings and specifications; Measure and mark guidelines to be used for installations; Determine layout and installation procedures; Install, repair and service interior or exterior prefabricated products

**Security and Safety**

Bondable

**Own Tools/Equipment**

Tools; Safety equipment/gear; Steel-toed safety boots; Hard hat; Cellular phone

**Work Site Environment**

Non-smoking

**Transportation/Travel Information**

Own transportation; Valid driver's licence

**Work Conditions and Physical Capabilities**

Fast-paced environment; Physically demanding; Attention to detail

**Work Location Information**

Various locations

**Personal Suitability**

Effective interpersonal skills; Accurate; Team player; Excellent oral communication; Client focus; Dependability; Reliability; Organized; Punctuality

**How to Apply**

By e-mail:

[dzcon@outlook.com](mailto:dzcon@outlook.com)

Advertised until:

2017-04-15


LINK:

<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=22660380&source=searchresults>

**Registered Nurse – Telehealth - Sykes Assistance Services Corporation**

Posted on March 16, 2017 by **Employer Details - [Sykes Assistance Services Corporation](#)**

**Job Details**

- Location LaSalle, ON
- Salary \$34.00 to \$36.50 hourly for 37.5 hours per week
- 1 Vacancy
- Terms of employment Permanent Full time
- Start date 2017-04-05
- Benefits: Medical Benefits, Dental Benefits, Group Insurance Benefits, Life Insurance Benefits, RRSP Benefits, Vision Care Benefits
- Employment conditions Employment Conditions: Shift, Telework
- Job no.611169
- Source  Job Bank

**Job requirements**

Languages

Bilingual

**Education**

Bachelor's degree

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

Licensure as a Registered Nurse by provincial or territorial authorities

**Experience**

3 years to less than 5 years

**Specific Skills**

Assess patients to identify appropriate nursing interventions

**Security and Safety**

Bondable; Criminal record check

**Own Tools/Equipment**

Internet access

**Work Conditions and Physical Capabilities**

Fast-paced environment; Work under pressure; Attention to detail

**Work Location Information**

Work from home

**Personal Suitability**

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

**How to Apply**

**Online:**

<http://www.sykesassistance.com>

**Advertised until:**

2017-04-15


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?cty=23382&pcd=ON&wid=px&sort=D&id=22656205&source=searchresults>

**Farm Labourer - W.J O'Neil & Sons LTD.**

Posted on March 10, 2017 by **Employer Details - W.J O'Neil & Sons LTD.**

**Job Details**

- Location Maidstone, ON
- Salary \$12.88 to \$13.00 hourly for 40 hours per week
- 2 Vacancies
- Terms of employment Permanent Full time
- Start date 2017-05-07
- Job no. 586298
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

Secondary (high) school graduation certificate

**Experience**

No experience

**Specific Skills**

Operate and maintain farm machinery and equipment; Feed and tend animals; Clean stables, barns, barnyards and pens; Milk cows

**Work Site Environment**

Outdoors; Wet/damp; Odours; Hot; Cold/refrigerated

**Work Conditions and Physical Capabilities**

Fast-paced environment; Repetitive tasks; Physically demanding; Attention to detail; Standing for extended periods

**Work Location Information**

Rural area

**Personal Suitability**

Effective interpersonal skills; Flexibility; Team player; Organized

**How to Apply**

By e-mail:

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

**Advertised until:**

2017-03-30


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?cty=35291&pcd=ON&wid=px&sort=D&id=22563578&source=searchresults>

**RMT (Registered Massage Therapist) - Buzek Chiropractic Clinic**

Posted on March 13, 2017 by **Employer Details** [Buzek Chiropractic Clinic](#)

**Job Details**

- Location Leamington, ON
- Salary \$48.00 to \$56.00 hourly for 1 to 40 hours per week
- 1 Vacancy
- Terms of employment Permanent Part Time leading to Full Time
- Start date As soon as possible
- Benefits: Other Benefits
- Employment conditions Employment Conditions: Flexible Hours
- Job no.609506
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

College/CEGEP

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

Certification by a provincial or territorial association for massage therapists

**Experience**

No experience

**Additional Skills**

Consult with other health care professionals when developing treatment plans for clients

**Work Setting**

Private practice

**Specific Skills**

Assess clients by conducting range of motion and muscle tests and propose treatment plans; Explain procedures, risks and benefits to clients; Administer massage techniques through soft tissue manipulation, relaxation techniques, hydrotherapy, trigger point therapy, joint pain and lower grade mobilizations; Suggest home care instructions and provide information about techniques; Maintain records of treatments given; Massage and knead muscles and soft tissues of the body; Apply finger and hand pressure to specific points of the body

**Security and Safety**

Bondable; Criminal record check

**Transportation/Travel Information**

Own transportation

**Work Conditions and Physical Capabilities**

Repetitive tasks; Physically demanding; Manual dexterity; Standing for extended periods

**Personal Suitability**

Effective interpersonal skills; Accurate; Excellent oral communication; Client focus; Interpersonal awareness; Values and ethics

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

[chiropractic4life@live.ca](mailto:chiropractic4life@live.ca)

**Advertised until:**

2017-04-12


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?cty=39341&pcd=ON&wid=px&sort=D&id=22614846&source=searchresults>

**Truck Trailer Mechanic - Highway 77 Truck Service**

Posted on March 15, 2017 by **Employer Details - Highway 77 Truck Service**

**Job Details**

- Location Leamington, ON
- Salary \$15.00 to \$25.00 hourly for 40 to 48 hours per week
- 1 Vacancy
- Terms of employment Permanent Full time
- Start date As soon as possible
- Employment conditions Employment Conditions: Day, Start Time 08:00, End Time 17:00
- Job no.610130
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

Registered Apprenticeship certificate

**Mechanical Repairer Specific Skills**

Inspect and test mechanical units to locate faults and malfunctions; Diagnose faults and malfunctions and confirm findings with supervisor to determine whether to repair or replace unit; Repair or replace mechanical units or components

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

Truck and Transport Mechanic Red Seal Endorsement; Truck and Transport Mechanic Trade Certification; Truck-Trailer Repairer Trade Certification

**Experience**

1 year to less than 2 years

**Area of Specialization**

Diagnostics; Diesel engines; Truck-trailer repair; Fuel and emission system; Brake system; Electrical and electronic system

**Own Tools/Equipment**

Tools; Steel-toed safety boots

**Work Location Information**

In shop

**Automotive Service Technician Specific Skills**

Review work orders and discuss work with supervisor; Inspect motor in operation, road test motor vehicles and test automotive systems and components

**Personal Suitability**

Flexibility; Team player; Dependability; Judgement; Reliability

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

[neil@highway77truckservice.com](mailto:neil@highway77truckservice.com)



**By phone:**

(519) 325-0868

from 8:00 to 17:00

**By fax:**

(519) 325-1119

**By mail:**

538 Highway 77, suite RR 5, Leamington, Ontario, N8H3V8

**In person:**

538 Highway 77, next RR 5, Leamington, Ontario, N8H3V8

from 8:00 to 17:00

**Advertised until:**

2017-04-14


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?cty=39341&pcd=ON&wid=px&sort=D&id=22644768&source=searchresults>

**Manager, Quality-Control Services - Emrick Plastics/Precision Plastics**

Posted on March 13, 2017 by **Employer Details** - [Emrick Plastics/Precision Plastics](#)

**Job Details**

- Location Amherstburg, ON
- Salary \$70,000.00 to \$80,000.00 annually for 40 hours per week
- 1 Vacancy
- Terms of employment Permanent Full time
- Start date As soon as possible
- Benefits: Disability Benefits, Medical Benefits, Dental Benefits
- Employment conditions Employment Conditions: Day
- Job no.608028
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

College/CEGEP

**Education**

Not required; Completion of college/CEGEP/vocational or technical training; Completion of university

**Experience**

5 years or more

**Budgetary Responsibility**

0 - \$100,000

**Type of Industry Experience**

Plastic

**Specific Skills**

Direct quality control inspections

**Transportation/Travel Information**

Willing to travel cross-border; Travel expenses paid by employer; Willing to travel internationally

**Work Conditions and Physical Capabilities**

Fast-paced environment; Work under pressure; Attention to detail; Large workload; Tight deadlines; Overtime required

**Ability to Supervise**

3-4 people

**How to Apply**

By e-mail:

[charris@windsormoldgroup.com](mailto:charris@windsormoldgroup.com)

**By mail:**

95 Victoria Street North, Amherstburg, Ontario, N9V3L1

**In person:**

95 Victoria Street North, Amherstburg, Ontario, N9V3L1

from 8:00 to 4:00

**Advertised until:**

2017-04-12


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?cty=39335&pcd=ON&wid=px&sort=D&id=22613699&source=searchresults>

**Poultry Preparer - Belwood Poultry Ltd.**

Posted on March 15, 2017 by **Employer Details - Belwood Poultry Ltd.**

**Job Details**

- Location Amherstburg, ON
- Salary \$13.00 hourly for 40 to 44 hours per week
- 5 Vacancies
- Terms of employment Permanent Full time
- Start date As soon as possible
- Employment conditions Employment Conditions: Start Time 07:00, End Time 16:30
- Job no.610080
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

No degree, certificate or diploma

**Equipment and Machinery Experience**

Knives

**Experience**

No experience

**Weight Handling**

Up to 23 kg (50 lbs)

**Work Setting**

Meat processing and/or packing plant/establishment; Poultry processing plant

**Specific Skills**

Remove bones from meat; Remove feathers and singe and wash poultry to prepare for further processing or packaging;

Cut meat and poultry into specific cuts for institutional, commercial or other wholesale use

**Work Site Environment**

Noisy; Odours; Hot; Cold/refrigerated

**Transportation/Travel Information**

Own transportation

**Work Conditions and Physical Capabilities**

Repetitive tasks; Attention to detail; Hand-eye co-ordination; Standing for extended periods; Bending, crouching, kneeling

**Personal Suitability**

Team player

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

[emfrail@belwoodpoultry.com](mailto:emfrail@belwoodpoultry.com)

**Job Location:**

4272 Concession 4 Road North

**Advertised until:**

2017-04-14

**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?cty=39335&pcd=ON&wid=px&sort=D&id=22644752&source=searchresults>