

Jobs Summary: Consultant, Government Incentives - Collins Barrow (Windsor) / First Cook (Main Kitchen) - Caesars Windsor / Outlet Chef (Main Kitchen) - Caesars Windsor / Audiologist - Windsor Regional Hospital / Manager, Audit -KPMG / Monitoring Station Operator – Security ONE / Annual Quality Product Review Customer Complaints Coordinator - Accucaps Industries Inc. / Customer Account Coordinator - Premier Nutrition Corp (Emeryville) / Inventory Specialist - Le Château (Devonshire Mall) / Produce Department Manager - Sobeys (St. Clair Beach) / Chef De Partie (Neros) – Caesars Windsor / Second Cook (Main Kitchen) – Caesars Windsor / Security Officer – Caesars Windsor / Total Rewards Supervisor - Caesars Windsor / Entry Level Machinist Toolmaker - J&C Tool & Die Limited / CNC Machinist - J&C Tool & Die Limited / Experienced Tool & Die Maker - J&C Tool & Die Limited / Relief Courier - Purolator Inc / Refrigeration A/C Mechanic - Temperate Control Services / Office Coordinator - Housing Information Services / Food Safety Coordinator - Thomas Canning / Apprentice Mold Maker - Concours Mold, Inc / Carpenter and General Repairs Specialist - Supreme Restoration Services Inc / Assistant Manager - Zap Zone Windsor / Company Driver -Ground Effects LTD / Warehouse Associate – Holland Cleaning Solutions / Customer Advisor - Lee Valley Tools Ltd. / Forklift Driver - NatureFresh Farms Inc. (Leamington) / Operations Manager - Ministry of the Attorney General (Windsor) / Letter Carrier (Delivery Agent) - Canada Post (Windsor) / Roofer Helper - Abc Roofing Ltd / Roofer - Abc Roofing Ltd / Telemarketer - Unconquered Sun Solar Technologies Inc / Tomato Grower - Domric International Ltd. (Kingsville) / Forklift Operator - Sunrite Greenhouses Ltd. (Kingsville) / Bread Baker - Lakeside Bakery Deli Café (Leamington) / Poultry Farm Manager - Belwood Poultry Ltd. (Amherstburg) / Poultry Preparer - Belwood Poultry Ltd. / Finishing Technician – Mylen (Chatham) / Manufacturing Technician – Mylen / Shipping And Receiving Material Handler - Mylen / GRIP Specialist - AON Rick Solutions (Windsor) / Finance Manager - Diageo (Amherstburg & Gimli) / Maintenance Supervisor - A.P. Plasman / FT Member Service Consultant - CAA South Central Ontario Windsor / PT Member Service Consultant - CAA South Central Ontario Windsor / Drivers - Coulter's Furniture / Cash Supervisor -Windsor-Detroit Tunnel Duty Free Shop / "G" license stake truck driver - Battlefield Equipment Rentals / General Labourer - Ironex Aluminum Fencing & Railing Ltd / Enterprise Program Coordinator - Downtown Mission of Windsor / Tagger Inventory Clerk - Armstrong Top Pack Ltd. (Leamington) / Cytotechnologist - Medical Labs of Windsor / Licensed Optician - FYidoctors / Electrician (Crane Service Technician) - Zelus Material Handling / Apprentice Mechanic - Windsor Hyundai / Electronic Technologist - Magna Seating / Property Maintenance General Labour - WHC Property Maintenance / Human Resources Generalist - AGS Automotive Systems / Tooling Apprentice – The Electromac Group / Plant Controller - Narmco Group / Experienced Industrial Maintenance - Klinec Manufacturing Limited / Quality Control Technician - EWS Learnington / CNC precision Boring Mill machinist - Southwestern Manufacturing Inc. / Director of Finance and Business Services – Municipality of Learnington / Temporary Part Time Communications Officer, Research in the department of Public Affairs & Communications – University of Windsor / Scenic Designer Artist the School of Dramatic Art - University of Windsor / Sandwich Makers & Bakers & Floral designers & Fresh Cut Fruit and salad & Seafood Clerk - Sobeys Amherstburg / Apprentice - Nefertiti Beauty Salon / Experienced Dispatchers (Afternoon Shift) -MTS Martin Transportation Systems / Shinglers & Labours – Cleroux & Sons Roofing / Legal Assistant - Corrent & Macri LLP / Contact Centre Associate - Young America (Chatham) / Advance Quality Engineer - Ground Effects / FT Short Order Cook - Colasanti's (Kingsville) / Maintenance Carpenter - Colasanti's / General Greenhouse Labour - Colasanti's / Controls Technicians & Robot Simulation Technicians - CenterLine / Mechanical Design Draftsperson - Quigg International / Bookkeeper - European Market / Procurement Manager - Nature Fresh Farms Sales (Leamington) / Driver Labourer - Great Northern Insulation (Comber) / Grounds Maintenance Worker - Windsor Turf Maintenance Inc. (Belle River) / Bricklayer Helper - Excel Masonary Construction (Belle River) / Bricklayer - Excel Masonary Construction / **Production Press Operator** - Precision Stamping Group

# **Consultant, Government Incentives - Collins Barrow (Windsor)**

- Collins Barrow is one of the largest firms of chartered accountants in Canada with 40 offices and over 800 partners and staff. We offer the opportunity to pursue your professional career in a large firm with significant resources and mentoring while still enjoying an exceptional work-life balance.
- Our unique structure fosters a client-service focus built from local, national and international expertise. We are
  a proud member of Baker Tilly International, giving us a diversified team of over 25,000 partners and staff
  spanning 145 countries. Our Windsor office is one of the area's fastest growing accounting and advisory firms in
  the area. Collectively, we offer a comprehensive range of accounting, auditing, tax and business advisory
  services to mid-market commercial clients, their shareholders and families, as well as multi-national businesses
  and not-for-profit organizations.
- We welcome qualified candidates to join one of the area's largest tax groups to assist with servicing our clientele by providing Government Incentives expertise. Our tax group offers an outstanding environment to continue to develop your career by providing exciting opportunities while working in a collaborative and supportive group.

# Your primary responsibilities will include:

- Assisting clients in identifying and claiming government incentives.
- Performing a wide variety of self-directed research and analysis to support funding submissions.
- Identifying, assisting, preparing and reviewing Government Incentives technical documentation.
- Liaising with in-house technical staff to obtain information for Government Incentives submissions.
- Assisting in the preparation of detailed accounting summaries for Government Incentives.
- Keeping abreast of changes in the Government Incentives program.
- Maintaining Government Incentives procedures with the organization.
- Leading site visits and interviews with various clients to identify funding opportunities and determine eligibility.
- Helping companies leverage funding to increase their growth potential.
- Participating in proposals for prospective clients and other business development initiatives.
- Developing a process to raise the profile and understanding of the Government Incentives claim process in order to maximize the claims made by clients.

#### A successful candidate will have:

- Bachelor's or Master's degree in Business, Science or Engineering and related disciplines.
- A strong background in business, accounting or finance or equivalent experience in a related industry.
- Strong understanding of manufacturing technologies and agriculture (both producers and processors).
- Basic understanding of tax and tax credits.
- Demonstrated understanding of market analysis and business cases and the ability to write basic business cases.
- Strong technical writing skills and communication skills.
- Ability to identify proactive planning opportunities to particular client situations.
- Proven ability to manage projects and people.
- Proficiency with Microsoft Office.
- Ability to provide detail-oriented execution to exceed engagement requirements.
- Excellent project management, problem-solving and organizational skills to handle multiple projects with conflicting timelines.
- Excellent interpersonal relations and demonstrated ability to effectively work with others and in teams.
- Strong commitment to professional client service excellence.

## **Application Information:**

- We offer a very competitive salary and benefits package based on experience and qualifications and the opportunity to excel in a dynamic public accounting environment.
- If you are interested in applying for this position, submit your resume and cover letter to Marie Jeannette at mcjeannette@collinsbarrow.com
- We thank all applicants for their interest but only those candidates selected for an interview will be contacted.

#### LINK:

http://www.getacblife.com/opportunities/career/ontario/windsor-consultant-government-incentives

# First Cook (Main Kitchen) - Caesars Windsor

Full Time - Temporary (Union) - Job Posting # WCL-16-04-290

#### **JOB SUMMARY:**

Prepare and serve in various kitchens, including buffet

#### **DUTIES:**

- Set up, organize and prepare assigned stations
- Operate all kitchen equipment including slicers, choppers, mixers, ovens and specialty equipment in the various kitchens
- Interpret and follow recipes
- Prepare and cook menu items using various cooking methods including frying, steaming, poaching, grilling, roasting, sauteing, broiling and baking
- Take and record inventories of food products
- Relocate to other kitchens and work areas as needed
- Give clear and concise instructions to 2nd Cooks and Prep Cooks
- Ensure all foods are handled and stored safely in accordance with established health codes and sanitary procedures

# **QUALIFICATIONS:**

- Minimum 5 years of cooking experience in a high volume establishment with comparable service and standards
- Experience in a minimum of two different areas of the kitchen, A la Carte Preparation/service, Banquets or production (Garde Manger & Saucier)
- Red Seal Cook Certificate (Journeyman's papers) or Recognized International Equivalent
- Proven high level of customer service
- Valid Food Handler Certificate required
- Excellent interpersonal and communication skills (Ability to communicate effectively, both verbally and in writing)
- Ability to stand for the duration of the shift
- First Cook culinary skills will be tested
- Frequent heavy lifting required
- Grade 12 or equivalent

#### **NOTES:**

- Contract Dates: 06/26/2016 until 06/24/2017\*
- \*this is a tentative return date subject to change
- \*Note Outlet to be determined by internal shift pick resulting vacancy may be Artist, Banquets, Diamond Lounge, Legends, Main Kitchen or Market Buffet\*
- The successful candidate must obtain their Food Handlers Certificate within 20 days.
- In the event this vacancy hereby accepted has resulted from the termination of an employee who subsequently is returned to their previous position through the grievance and/or arbitration procedure, such vacancy being offered to you may be withdrawn at the discretion of the company. Consequently, you will be returned to your previous position and status and/or subject to layoff as per Article 57 of the Collective Agreement. Such action shall not be subject to a grievance.

#### LINK:

 $\frac{\text{https://wclonline.com:}444/\text{Careers/ViewPositionDetails.asp?SelectString=\%27WCL-16-04-290\%27\&\text{chkPosition0=WCL-}16-04-290}{16-04-290}$ 

#### Outlet Chef (Main Kitchen) – Caesars Windsor

Full Time - Permanent - Job Posting # WCL-16-05-348

#### **JOB SUMMARY:**

• Reporting to the Executive Sous Chef, Windsor Casino Limited, the Outlet Chef (Main Kitchen) provides leadership and guidance to all culinary employees.

#### **DUTIES:**

- Coordinates department to produce high quality food service while ensuring production standards are met and maintained.
- Manages the goals and objectives set out for the Food and Beverage department, and establishes goals and objectives for the Sous Chefs.
- Trains, develops and assigns job tasks to the culinary staff.
- Controls and requisitions food inventory, and develops, tests and costs new recipes.
- Monitors and ensures food production meets established standards.
- Prepares employee work schedules.
- Maintains and monitors required levels of sanitation/kitchen cleanliness and reports any maintenance requirements or health and safety concerns.
- Complies with Windsor Casino Limited policies and procedures.
- Performs any and all related tasks as assigned by management.
- Upholds the highest standard of internal and external customer service at all times.

# **QUALIFICATIONS:**

- Minimum 10 years culinary experience in casino/hospitality environment related to Culinary or experience deemed acceptable by Windsor Casino Limited.
- Interprovincial Red Seal or equivalent deemed acceptable by Windsor Casino Limited.
- Ability to communicate effectively, both verbally and in writing.
- Experience with word processing applications, spread-sheeting applications, industry related software applications and email applications.
- Minimum of 3 years supervisory experience.
- Familiarity with food costing, would be considered an asset.
- Grade 12 or equivalent.
- Must be able to work all shifts.
- Ability to obtain a police clearance.

#### **Physical Demands**

- Physical effort requiring manual dexterity is occasionally required. (i.e. between 1% and 33% of time on the job)
- Must possess a good attendance record as stipulated in the Casino Windsor Non-Union Attendance Management policy. Anyone with over 5 occurrences will not be considered.

#### LINK:

 $\underline{https://wclonline.com:} 444/Careers/ViewPositionDetails.asp?SelectString=\%27WCL-16-05-348\%27\&chkPosition0=WCL-16-05-348\%20=WCL-16-05-348\%2$ 

# 15.1235 Audiologist (Permanent Part Time) - Windsor Regional Hospital

#### **Job Summary**

- The Audiologist provides comprehensive audiological services to outpatients and inpatients with specialization in pediatric and special populations.
- Masters degree in Audiology required
- Licensed by the College of Audiologists and Speech Language Pathologists of Ontario (CASLPO) required
- Two years of relevant clinical experience, preferred
- Experience with both adults and children, preferred
- Demonstrates adherence to established standards of professional practice and personal conduct.
- Demonstrates current knowledge of clinical practice and procedures in a health care environment.
- 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.Queryld.Id=71581&LeftNav.Queryld.Categorie s=190

# Manager, Audit - KPMG

- Auto reg ID 16706BR
- Job Function KPMG Enterprise
- Service Line KPMG Enterprise
- Location ON Windsor
- Industry Not Applicable
- Category Auditing

# Job Description KPMG Professionals Are...

- Individuals who take deep personal accountability for their work, have a passion for excellence, driven to achieve their full potential and understand the value of building relationships with clients, future clients, their communities, the global firm and each other. A KPMG professional should have all the following characteristics:
- Strong work ethic
- Thrive on challenges
- Dedicated to providing outstanding client service.

## **Position Summary**

- KPMG's Audit practice helps clients manage risk so they can focus on their core businesses. By intimately
  understanding each client's business, we convert information into insights to uncover hidden opportunities to
  improve client efficiency and performance.
- As part of our energetic and high calibre team, the Audit Manager will apply KPMG's audit and accounting
  practices & methodologies at client engagements and have the ability to manage relationships with clients,
  practice leaders, and junior staff.

## **Role and Responsibilities**

- Oversee and manage audits.
- Participate in the practice group to assist in implementing the business plan.
- Work with members of the assurance management group to meet the goals of the assurance financial plan.
- Counsel, train, and mentor audit staff in the areas of career development, core and industry specific.
- Training, business development, and technical competencies. At times, business needs arise and employees are
  required and agree to work beyond their normal work day or work week to fulfill the accountabilities required
  for their job. Likewise, people need time to devote to personal matters, and our approach to flexibility provides
  for this.

#### **Skills & Qualifications**

- Apply KPMG's audit and accounting practices/methodologies at client engagements.
- Excellent verbal and written communication skills.
- Dedication and strong work effort.
- Strong team player.
- Demonstrates leadership qualities.
- Demonstrated ability to leverage staff through effective delegation.
- Strong mentoring and performance management skills.
- Excellent client service skills, with the ability to understand the clients' businesses.
- Ability to establish and maintain strong client relations.
- Deliver quality service and value to clients.
- Dedication and motivation to achieve high standards of client service and professionalism in the performance of duties.
- Must have a Canadian CA designation or International equivalent.
- 5+ years of postgraduate experience.
- Professional accounting firm experience an asset.

• #LI-LB1

#### Our Values,

- The KPMG Way We lead by example | We work together | We respect the individual
- We seek the facts and provide insight | We are open and honest in our communication
- We are committed to our communities | Above all, we act with integrity
- KPMG is an equal opportunity employer and values diversity in its workforce. KPMG encourages applications from all qualified individuals and will accommodate applicants' disability-related needs, up to the point of undue hardship, throughout all stages of the recruitment and selection process. Any assessment and selection materials or processes used during the recruitment process will be available in an accessible format to applicants with disabilities, upon request. If you require a disability-related accommodation in order to participate in the recruitment process, please contact the HR Shared Service Centre by email at <a href="mailto:cafmcdnhrsthotline@kpmg.ca">cafmcdnhrsthotline@kpmg.ca</a> or by phone at 416-777-8002 or toll free 1-888-466-4778 (Option 1). KPMG will consult with all applicants with disabilities who request accommodation during the recruitment process to ensure that the accommodation provided takes into account the applicant's individual accessibility needs.

#### LINK:

https://sjobs.brassring.com/TGWEbHost/jobdetails.aspx?jobId=568561&partnerid=25081&siteid=5067

# **Monitoring Station Operator – Security ONE**

- Apply to join our award winning Monitoring Station team that promotes a fast-paced and energizing culture, rewarding responsibilities, and team environment that allows true all-stars to shine!
- Apply Now!

# **About Security ONE**

Security ONE is the fastest growing full-service home automation and monitoring company in Southwestern
Ontario. The firm is comprised of highly experienced executives with years of experience in consulting and
business development. Security ONE is a dynamic and fun organization that is particularly well suited for
individuals looking for an entrepreneurial culture where they will have the opportunity to work closely with
senior members of the firm and provide valuable input.

#### **Roles and Responsibilities**

- Build up the Security ONE brand name to be synonymous with quality, home security, automation, and superior customer service
- Interprets Alarm Signals received through automation system (Signals include, but not limited to Fire, Duress, Holdup, Silent Panic, Medical, Burglary, Tamper, Environmental, Commercial Trouble, and other hazardous conditions)
- Provides accurate and timely notification of alarm signals to appropriate responders. Dispatch Police, Fire, Ambulance and other emergency agencies
- Accurately and completely document all actions taken in automated system
- Complete daily reports, forms, and other documentation in a timely and accurate manner
- Provides excellent Customer Service at all times
- Transfer calls to appropriate departments for problem resolution
- Follow Company and Department policies and procedures
- Create accounts and enters basic information to ensure proper functionality

## **Knowledge/Skills/Abilities**

- Confidentiality and professional demeanor
- Punctual and reliable
- Approachable and outgoing positive attitude
- Ability to receive constructive feedback
- Capability to manage multiple projects simultaneously
- Demonstrates problem solving and critical thinking skills
- Meticulous attention to detail
- Excellent communication, comprehension and customer service skills
- Confidently works well under pressure
- Works well in a Team environment

- Effective oral and written communications
- Efficient keyboarding skills
- Comfort using technology with proficiency in Microsoft Excel, Word, Outlook and a variety of web browsers
- Previous Dispatch or Accounting experience is an asset, but not required

#### **Qualifications & Experience**

- Must possess a high school diploma or equivalent. College or University degree is preferred
- Fluent in English, a second language is an asset, but not required
- Ability to read and interpret documents such as safety rules, operating and procedure manuals
- Minimum One/ Two Years of customer service experience
- Flexibility and willingness to work a variety of shifts, possibly midnight's

# **Training Program**

Security ONE cares about the success of their employees and proves this by providing a 3 month industry-leading intensive training program led by highly qualified operators with over 20 years of experience. This program will educate new operators on industry best practices, monitoring station software and alarm system troubleshooting.

# **Additional Perks**

• Security ONE strongly believes in a fun, social work environment. Our 'Perks Points' program rewards staff with bonuses and prizes for doing exceptional work and going 'above and beyond.' We have an excellent benefits and pension program and provide paid training/certifications.

#### **How to Apply**

 Please submit your application, consisting of a brief introduction and resume (addressed to Judy Moody, Manager, Central Station) via email to <a href="mailto:careers@securityonealarm.com">careers@securityonealarm.com</a>

#### LINK:

http://www.securityonealarm.com/monitoring-station-operator/

# Annual Quality Product Review/Customer Complaints Coordinator – Accucaps Industries Inc.

#### **Tracking Code**

W160802

#### **Job Description**

Reporting to the Quality - Compliance Manager, the Annual Quality Product Review / Customer Complaints
 Coordinator applies in-depth knowledge of products, processes, testing methods and Statistical Process control
 to ensure safety and efficacy of drugs. Reviews yield results, methods, specifications and NCRs through Annual
 Product Reviews (APRs) in addition to coordinating/investigating customer complaints.

## **Duties & Responsibilities:**

- Provides services leading to and inclusive of, preparation of Annual Product Reviews for all pharmaceutical products marketed, in compliance with SOPs and cGMP regulations
- Acts as the primary point of contact for customer complaint investigation; leads and performs related responsibilities as required
- Provides services leading to and inclusive of, preparation of Quarterly Trend Reports for the organization, in compliance with SOPs and cGMP regulations
- Acts as the administrator of the change control system, initiating, routing and tracking change controls.
- Creates product and raw material analytical report and certificate of analysis templates.
- Achieves Required Results in productivity, quality and services as defined through key performance indicators for the department
- Must be able to work extended hours, weekends as needed, especially when problems occur or when deadlines
  must be met
- Performs other duties as required

## **Education:**

 University degree, preferably a Bachelor's Degree in Science, Engineering, Mathematics, Statistics or related field

#### **Experience:**

- Preferably 3-5 years of experience in process/product improvements or in the preparation of pharmaceutical reports including annual product reviews
- Preferably experience working in a manufacturing, pharmaceutical and/or GMP facility an asset

#### **Skills Required:**

- General knowledge of pharmaceutical manufacturing processes
- In depth knowledge of soft gel manufacturing and encapsulation processes would be an asset
- Ability to use statistical methods and tools to identify and diagnose quality control trends
- Ability to influence stakeholders, build trust and respect within the overall organization.
- Resourceful, innovative, and persuasive
- Excellent decision-making, problem solving, facilitation and interpersonal skills
- Flexibility to shift priorities quickly and effectively; manages simultaneous requirements
- Excellent communication skills
- Ability to work independently, take initiative and complete assigned projects independently and on time
- Proficient computer skills

# **Availability of Accommodations**

 Accommodations are available for applicants with disabilities throughout the recruitment process. If you are selected for an interview and require accommodations for interviews or other meetings, please advise your Human Resources point of contact or email <u>accommodations@accucaps.com</u>

#### **Job Location**

Windsor, Ontario, Canada

# **Position Type**

Full-Time/Regular

#### LINK:

#### https://accucaps-

openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=468&source=ONLINE&JobOwner=992386&company\_id=30011&version=1&byBusinessUnit=&bycountry=&bystate=&byRegion=&bylocation=&keywords=&byCat=&proximityCountry=&postalCode=&radiusDistance=&isKilometers=&tosearch=no&city=

# **Customer Account Coordinator - Premier Nutrition Corp (Emeryville)**

- JOB ID 16-0552
- DEPARTMENT Operations
- LOCATION Premier Nutrition Corp
- CITY Emeryville

#### **DESCRIPTION**

- Premier Nutrition Corporation (PNC), a subsidiary of Post Holdings, Inc., manufactures and distributes nutritional food products to a health conscious consumer base under the brand names of PowerBar, Premier Protein, Supreme and Joint Juice. Shattering typical industry organic growth rates, PNC is recognized as a leader in providing innovative products which support healthy, active lifestyles. PNC is profitable with a dynamic and integrated work environment. PNC is seeking an individual who will enjoy this team-oriented business environment and will be a leader in this high-growth company on the way to being a world-class market leader.
- PNC is the maker of Premier Protein shakes and bars, PowerBar bars, shakes, gels and gel blasts, Supreme bars and Joint Juice glucosamine supplement drinks and concentrate.
- PNC is operated by its own management team, with publicly traded Post Holdings Inc. (Sales \$5+ billion) as a holding company acting in a "private equity" capacity. Post Holdings is comprised of the Active Nutrition (PNC, Dymatize & Active Nutrition International), Post Consumer Brands (Cereal), Michael's Foods Group (eggs) and Private Label business groups and is rapidly expanding via acquisition.

#### **KEY RESULT AREAS:**

 Premier Nutrition is looking for someone who can provide top tier customer service by developing a deep understanding of our customers' purchase order and inventory management needs. This person will need to proactively manage sales orders from receipt through delivery, by partnering with third-party warehouses, transportation providers and cross-functional team members. Lastly, the Customer Accounts Coordinator should have strong analytical and problem solving skills, and an ability to deliver results in a highly dynamic, customer facing environment.

## Responsibilities include:

- 1. Understand each customer's unique organizational structure and purchase order management processes and nuances. Utilize this knowledge to educate and lead our customer teams to drive Perfect Order performance (no PO errors, no OS&Ds, on time delivery, no invoice errors or deductions, paid in full and on time).
- 2. Manage customer orders in a timely and accurate manner, adhering to our customers' order management requirements (ASNs, delivery compliance, process, etc). Includes working with inventory teams to deploy as appropriate, managing EDI orders, data entry into company's ERP system (NetSuite) and communication (email and phone) with customers, warehouses and transportation carriers.
- 3. Own On-Time-Delivery performance, analysis, problem identification and solutions.
- **4**. Support customer and item set-up at outside warehouses, brokers and EDI providers.
- **5.** Work with the Accounting teams for any outstanding invoices to include adjusting invoice pricing, creating and managing Returns Authorizations, receiving product virtually in ERP to clear invoices, and submitting and tracking claims with logistics vendors.
- **6.** Partner with team members to identify opportunities to improve the efficiency of the Premier Nutrition supply chain.
- **7**. Cultivate and maintain positive relationships with customers and other stakeholders (Operations, Sales, Accounting, Marketing, third-party logistics providers, sales brokers, etc).
- **8.** Be an active team member, willing to jump in where needed to contribute to the overall success of the company.

#### **REQUIREMENTS QUALIFICATIONS REQUIRED:**

- BA/BS degree or equivalent business experience
- 2+ years customer service or related experience, ideally in a Beverage or CPG company
- Self-directed, with the ability to communicate issues, make recommendations and solve problems
- Highly organized with excellent follow-through
- Ability to proactively manage and prioritize many details with a high level of accuracy
- Excellent written and verbal communication
- Working knowledge of supply chain and order management processes
- Working knowledge of Windows, Excel and Word
- Star performance demonstrated in previous employment
- Understanding of EDI transaction documents is a plus
- Experience with NetSuite system, or similar ERP system, is a plus
  - Post Holdings provides equal employment opportunities to all employees and applicants for employment
    without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic
    information, marital status, status as a covered veteran and any other category protected under applicable
    federal, state, provincial and local laws.
  - Please view Equal Employment Opportunity Posters provided by OFCCP here.

#### LINK:

https://rn21.ultipro.com/POS1003/JobBoard/JobDetails.aspx? ID=%2ACD54231519B687F4

# Inventory Specialist - Le Château - Devonshire Mall

- Location CA-ON-Windsor
- Job Category Retail, Sales
- Job Type Full-Time Employee
- Experience Not Specified

#### **Job Description**

- Experience the difference of a career at LE CHÂTEAU.
- Our Human Resources Mission is to be the best employer in fashion retail by delivering a rewarding employment experience in a positive, safe, and comfortable work environment filled with opportunity for continuous career development. We will inspire our employees to be proud of their chosen career.

# Join our dynamic team as an Inventory Specialist!

As a LE CHÂTEAU Inventory Specialist you play a valuable and exciting role in our fast-paced store, where you
have endless opportunities for career development. You use your outstanding organization skills and
commitment to accuracy to efficiently prepare LE CHÂTEAU's exclusive products for presentation to customers,
and deliver professional customer service.

# **Inventory Specialist Responsibilities:**

- Shipping & receiving of products daily, receive & prepare special orders.
- Daily analysis of mid-day Replenishment Report to ensure inventory levels on the sales floor are accurate at all times.
- Pull designer and various size samples for all divisions for sales floor replenishment.
- Complete weekly product Markdown Packages.
- Place overstock of product and soft goods in designated areas, maintain supplies inventories.
- Daily maintenance and organization of all warehouse areas; organize product hangers, boxes and security tag bins.
- Organize and maintain footwear inventory.
- Create an Easy-Shop Experience for all LE CHÂTEAU customers; all products are clearly priced, accessible for self-service in a clean & organized environment.

# LE CHÂTEAU is dedicated to providing you with:

- A 50% discount on all Fashion for Work.
- A weekday position that is supportive of your work/life balance.
- Endless opportunities to build new skills and knowledge in any area of our business, helping you gain relevant experience for your future.
- A positive, safe, and comfortable work environment where your opinion matters and you are recognized and rewarded for your success.
- Great contests, education allowance, full-time benefits package, and much more!
  - Le Chateau welcomes applications from people with disabilities.
  - Accommodation requests are co-ordinated through the Human Resources Department by contacting us, or having the hiring manager contact us at 1-888-577-7419 ext. 8499 or by e-mail at humanresources@lechateau.com

#### **Job Requirements**

## LE CHÂTEAU is dedicated to providing you with:

- A 50% discount on all Fashion for Work.
- A weekday position that is supportive of your work/life balance.
- Endless opportunities to build new skills and knowledge in any area of our business, helping you gain relevant experience for your future.
- A positive, safe, and comfortable work environment where your opinion matters and you are recognized and rewarded for your success.
- Great contests, education allowance, full-time benefits package, and much more!

# LINK:

http://www.jobs.net/jobs/lechateau/en-ca/job/Canada/INVENTORY-SPECIALIST-DEVONSHIRE-MALL/J3H79Y65Y96K1F73NSL/

# **Produce Department Manager - Sobeys - St. Clair Beach**

- Req # 46551
- Location 19 Amy Croft Dr
- St. Clair Beach, ON
- Career Level Manager (Manager/Supervisor of Staff)
- Job Type Full Time
- Open Date 09/13/16 10:40:06 (EST)
- Close Date 10/29/16

#### **Job Description**

• Are you passionate about fresh food and understand the importance of delivering knowledgeable advice and providing excellent customer service? Then the Sobeys Produce department is looking for you to join their team!

As a team leader, you will utilize your excellent communication and organizational skills to implement employee
training programs while ensuring departmental health and safety policies and practices are followed. You will
achieve daily sales targets by providing outstanding service to our customers. You will also manage all
merchandising and advertising for the Produce Department.

#### **Job Requirements**

- Previous retail management experience, preferably in a Produce Department
- Outstanding leadership and organizational skills
- Excellent customer service skills
- Thorough understanding of health and safety legislation, policies and practices
- Familiarity with Sobeys programs is an asset
- Available days, evenings, and weekends
- Sobeys is committed to accommodating applicants with disabilities throughout the hiring process and will work with applicants requesting accommodation at any stage of this process.
- While all responses are appreciated only those being considered for interviews will be acknowledged.
- We appreciate the interest from the Staffing industry however respectfully request no calls or unsolicited resumes from Agencies.

#### LINK:

https://sobeys.hua.hrsmart.com/ats/js job details.php?regid=46551

# Chef De Partie (Neros) - Caesars Windsor

Part Time - Temporary (Union) - Job Posting # WCL-16-04-289

# **JOB SUMMARY:**

Food preparation and presentation for Neros.

# **DUTIES:**

- Set up, organize and prepare assigned stations
- Operate all kitchen and specialty equipment
- Interpret and follow recipes to specific standards
- Prepare various hot and cold a la carte menu items
- Cook foods using various cooking methods including frying, steaming, poaching, grilling, roasting, sauteeing, broiling and baking
- Take and record inventories of food products
- Give clear and concise instructions to Culinary Employees
- Assist Sous Chefs in training of employees
- Must have complete understanding of sanitary procedures
- Interact with customers to provide information and suggestions on menu options
- Assist the Outlet Chef in the training of culinary employees
- Assist other Chef de Parties, First Cooks, Second Cooks and Stewards as needed

#### **QUALIFICATIONS:**

- Inter-Provincial Red Seal Certificate required
- 7 years culinary experience including 3 years of fine dining experience
- Must be skilled in all aspects of a la carte cooking and service
- Grade 12 or equivalent
- Ability to communicate effectively, both verbally and in writing
- Ability to stand for the duration of the shift
- Proven high level of customer service
- Chef de Partie culinary skills will be testing (written and practical)
- Occasional heavy lifting required

# NOTES:

- Contract Dates: 06/26/2016 until 06/24/2017\*
- \*this is a tentative return date subject to change

- \*Note Outlet to be determined by internal shift pick resulting vacancy may be Artist, Banquets, Diamond Lounge, Legends, Main Kitchen or Market Buffet\*
- The successful candidate must obtain their Food Handlers Certificate within 20 days.
- In the event this vacancy hereby accepted has resulted from the termination of an employee who subsequently is returned to their previous position through the grievance and/or arbitration procedure, such vacancy being offered to you may be withdrawn at the discretion of the company. Consequently, you will be returned to your previous position and status and/or subject to layoff as per Article 57 of the Collective Agreement. Such action shall not be subject to a grievance.

#### LINK:

https://wclonline.com:444/Careers/ViewPositionDetails.asp?SelectString=%27WCL-16-04-289%27&chkPosition0=WCL-16-04-289

# Second Cook (Main Kitchen) - Caesars Windsor

Part Time - Temporary (Union) - Job Posting # WCL-16-04-291

# **JOB SUMMARY:**

• Prepare and serve in various kitchens and stations, including buffet

#### **DUTIES:**

- Set-up, organize and prepare assigned stations
- Operate all kitchen equipment including: slicers, choppers, mixers, ovens and specialty equipment in the various kitchens
- Interpret and follow recipes
- Prepare and cook menu items using various cooking methods including frying, steaming, poaching, grilling, broiling and baking
- Serve at food stations
- Relocate to other kitchens and work areas as needed
- Complete daily shift production log sheets
- Ensure all foods are handled and stored safely in accordance with established health codes and sanitary procedures

#### **QUALIFICATIONS:**

- Minimum 2 years of cooking experience in a reputable full service restaurant/hotel or A Certificate or Diploma from 2 year cooking program from a recognized Culinary School in lieu of experience (within the last 52 weeks)
- Proven high level of customer service
- Valid Food Handler Certificate required
- Excellent interpersonal and communication skills (Ability to communicate effectively, both verbally and in writing)
- Ability to stand for the duration of the shift
- Second Cook culinary skills will be tested
- Frequent heavy lifting required
- Grade 12 or equivalent

#### **NOTES:**

- Contract Dates: 06/26/2016 until 06/24/2017\*
- \*this is a tentative return date subject to change
- \*Note Outlet to be determined by internal shift pick resulting vacancy may be Artist, Banquets, Diamond Lounge, Legends, Main Kitchen or Market Buffet\*
- The successful candidate must obtain their Food Handlers Certificate within 20 days.
- In the event this vacancy hereby accepted has resulted from the termination of an employee who subsequently is returned to their previous position through the grievance and/or arbitration procedure, such vacancy being offered to you may be withdrawn at the discretion of the company. Consequently, you will be returned to your previous position and status and/or subject to layoff as per Article 57 of the Collective Agreement. Such action shall not be subject to a grievance.

#### LINK:

https://wclonline.com:444/Careers/ViewPositionDetails.asp?SelectString=%27WCL-16-04-291%27&chkPosition0=WCL-16-04-291

# **Security Officer – Caesars Windsor**

Part Time - Permanent - Job Posting # WCL-16-08-631

#### **JOB SUMMARY:**

 Greet arriving and departing guests. Enforce all policies and procedures of WCL as they relate to the Alcohol and Gaming Control Act of Ontario.

#### **DUTIES:**

- Respond to guest inquiries regarding Casino Windsor's amenities and services
- Greet arriving and departing guests demonstrating outstanding service
- Check identification of guests
- Perform first aid as required
- Execute service refusals
- Escort fund transfers
- Support other operating departments as required

#### **QUALIFICATIONS:**

- Minimum 2 years police services experience or 4000 hours with a recognized security company or degree/diploma in Law and Security from an institution as recognized by Windsor Casino Limited.
- Previous customer service experience where the primary function is to service the customer on a daily basis
- Valid Class G driver's license
- Ability to communicate effectively, both verbally and in writing
- Ability to stand for the duration of the shift
- Must be able to work all shifts
- Occasional medium lifting required
- Customer service skills (will be tested)

#### **NOTES:**

- This posting ends at 4 p.m. on the end date.
- In the event this vacancy hereby accepted has resulted from the termination of an employee who subsequently is returned to their previous position through the grievance and/or arbitration procedure, such vacancy being offered to you may be withdrawn at the discretion of the company. Consequently, you will be returned to your previous position and status and/or subject to layoff as per Article 57 of the Collective Agreement. Such action shall not be subject to a grievance.

#### LINK:

#### **Total Rewards Supervisor – Caesars Windsor**

Part Time - Permanent - Job Posting # WCL-16-09-682

# **JOB SUMMARY:**

• Reporting to the Manager of Total Rewards, Windsor Casino Limited, the Total Rewards Supervisor supervises the Total Rewards staff and club operations.

#### **DUTIES:**

- Supervise the Total Rewards staff and the execution of club operations and promotions.
- Monitor patron line ups at the various booth locations making sure patrons are serviced as expeditiously as possible.
- Prepare for bus arrivals and departures including ordering and issuing coupons, TR cards, and updating and balancing information.
- Creates updates and enters player information into the system.

- Implements marketing promotional activities at the casino level, interacting with other departmental staff and patrons.
- Promotes Harrahs Total Rewards Program and responds to guest inquiries by providing information and investigate and resolve problems.
- Reviews all voids, verifies points and key enters adjustments to Players accounts.
- Answers and respond to inbound telephone calls from patrons, staff and other properties regarding promotions, direct mail, and other inquiries.
- Receives, investigates and responds to e-cares patron email.
- Reviews ongoing pending file items and responds as required.
- Investigate player card mix-ups including errors make by Total Rewards staff and takes corrective action as required.
- Report on patron satisfaction relating to promotions, programs and operational effectiveness.
- Authorizes cash back of 500 dollars or greater by reviewing account play to ensure accuracy.
- Reviews daily reports to monitor high earning accounts for slot machine malfunctions.
- Generates a variety of reports including those generated using the Slot Data Software.
- Process Cascade catalogue orders including verifying comps related to the order.
- Enforces guest compliance to the rules and regulations of the Total Rewards Program.
- Assists with the maintenance of the account database through the processing of account merges, adjustments and death claims.
- Attends Casino operations meetings to share marketing and service related information.
- Monitors performance of "Reward Yourself" Kiosks and responds to patrons issues and reports problems to the appropriate department for correct action.
- Works with Manager and I.T. to ensure embosser and other equipment is properly functioning.
- Maintains supplies including controlled cash back rolls.
- Completes work orders for repairs on various equipment.
- Monitor employee performance and provides information, guidance, training and support to staff.
- Prepare work schedules for staff for the various booth locations including lunches and breaks.
- Maintains employee information records/files, documents and issues discipline.
- Confirms and verifies hours of work using the automated payroll system and maintains/tracks payroll information and personnel attendance records.
- Approves and processes shift switches/giveaways, lieu and commitment days.
- Complies with Windsor Casino Limited policies and procedures.
- Performs any and all related tasks as assigned by management.
- Upholds the highest standard of internal and external customer service at all times.

# **QUALIFICATIONS:**

- Equivalent to a College Diploma in Marketing or a related field.
- Minimum of two years supervisory experience in Marketing, Tourism, Public Relations or experience deemed acceptable by Windsor Casino Limited.
- Knowledge of word processing applications, spread-sheeting applications, industry related software applications and e-mail applications.
- Proficiency using Microsoft Office applications will be tested.
- Ability to communicate effectively, both verbally and in writing.
- Ability to obtain a Gaming Employee Key License.

#### **Physical Demands:**

- Physical effort requiring manual dexterity is frequently required. (i.e. between 25% and 75% of time on the job)
- Must be available to work all shifts.
- Must possess a good attendance record as stipulated in the Casino Windsor Non-Union Attendance Management Policy. Anyone with over 5 occurrences will not be considered.

#### LINK:

 $\frac{https://wclonline.com:444/Careers/ViewPositionDetails.asp?SelectString=\%27WCL-16-09-682\%27\&chkPosition0=WCL-16-09-682\%27\&chkPosition0=WCL-16-09-682\%27\&chkPosition0=WCL-16-09-682\%27\&chkPosition0=WCL-16-09-682\%27\&chkPosition0=WCL-16-09-682\%27\&chkPosition0=WCL-16-09-682\%27\&chkPosition0=WCL-16-09-682\%27\&chkPosition0=WCL-16-09-682\%27\&chkPosition0=WCL-16-09-682\%27\&chkPosition0=WCL-16-09-682\%27\&chkPosition0=WCL-16-09-682\%27\&chkPosition0=WCL-16-09-682\%27\&chkPosition0=WCL-16-09-682\%27\&chkPosition0=WCL-16-09-682\&chkPosition0=WCL-16-09$ 

# Entry Level Machinist-Toolmaker - J&C Tool & Die Limited

- Windsor, ON, CANADA
- J&C Tool & Die Limited is a contract manufacturer of production tooling, precision-machined components and fixtures for machining, welding, assembly and inspection. Our design & build services include stamping dies, fixtures, special purpose machines, and small custom presses. General services include Conventional and CNC Machining, Wire EDM, CNC Turning, Grinding, MRO of production equipment. Established in 1956, J&C has been a family-owned and operated company since its inception. Our team of 22 employees collaborates within a 20,000 sq. ft. climate-controlled facility. We are located in Windsor, Ontario, Canada.

# J&C Tool & Die Limited, Windsor, Ontario, is looking to immediately fill the position of:

Entry Level Machinist-Toolmaker

## **Description of Position and Opportunity:**

- Including, but not limited to, manual machining to blueprint specifications, handwork and assembly, while
  acquiring rudimentary to intermediate manufacturing skills relevant to automotive production tooling. Primary
  role is on the shop floor under the supervision of plant manager and senior toolmakers and machinists.
   Equipment includes: measuring equipment, hand tools, air grinders, milling, drilling and grinding machines and
  overhead cranes.
- Candidates must have completed an college or university program between 2014-2016, have mechanical aptitude and strong math and geometry skills. Wage commensurate with training and experience. Advancement based on performance. This position is suitable for those individuals whose long-term goals may include the build, supervision, programming, design or management of automotive tooling programs.
- J&C Tool & Die Limited, established 1956, is a contract manufacturer of dies, fixtures and related tooling for the automotive and other industries.

#### LINK:

 $\frac{\text{http://www.workopolis.com/jobsearch/job/17147931?OMAlert=Y\&cid=EM\%7CB2C\%7CJA\%7CJA\%7CEN\%7C56e85ba563}{4f9a21342409a7\%7CJARNH0516}$ 

# **CNC Machinist - J&C Tool & Die Limited**

- Windsor, ON, CANADA
- Manufacturing
- J&C Tool & Die Limited is a contract manufacturer of production tooling, precision-machined components and fixtures for machining, welding, assembly and inspection. Our design & build services include stamping dies, fixtures, special purpose machines, and small custom presses. General services include Conventional and CNC Machining, Wire EDM, CNC Turning, Grinding, MRO of production equipment. Established in 1956, J&C has been a family-owned and operated company since its inception. Our team of 22 employees collaborates within a 20,000 sq. ft. climate-controlled facility. We are located in Windsor, Ontario, Canada.

# J&C Tool & Die Limited is currently accepting resumes for the position of:

#### **CNC MACHINIST**

- Scope of work includes, but is not limited to, 3-axis CNC Machining of small to medium size tooling and automation components.
- Programming and/or experience with Heidenhain controls are assets but not essential.
- Applicants with at least 5 years CNC machining experience in a tool & die / custom manufacturing environment preferred.
- Position is full time / overtime as required.
- Wage commensurate with qualifications and experience.
- J&C Tool & Die Limited, established 1956, is a contract manufacturer of dies, fixtures and related tooling for the automotive and other industries. We offer competitive wages, benefits and a progressive work environment.
- Please submit resume.
- Job Type: Full-time

#### Job Location:

Windsor, ON

#### Required education:

Diploma/Certificate

# Required experience:

CNC Machining: 5 years

LINK:

 $\frac{\text{http://www.workopolis.com/jobsearch/job/17147923?OMAlert=Y\&cid=EM\%7CB2C\%7CJA\%7CEN\%7C56e85ba563}{4f9a21342409a7\%7CJARNH0516}$ 

# **Experienced Tool & Die Maker - J&C Tool & Die Limited**

- Windsor, ON, CANADA
- Manufacturing
- J&C Tool & Die Limited is a contract manufacturer of production tooling, precision-machined components and fixtures for machining, welding, assembly and inspection. Our design & build services include stamping dies, fixtures, special purpose machines, and small custom presses. General services include Conventional and CNC Machining, Wire EDM, CNC Turning, Grinding, MRO of production equipment. Established in 1956, J&C has been a family-owned and operated company since its inception. Our team of 22 employees collaborates within a 20,000 sq. ft. climate-controlled facility. We are located in Windsor, Ontario, Canada.

# J&C Tool & Die Limited is currently accepting resumes for the position of:

**EXPERIENCED TOOL & DIE MAKER** 

#### **Overview of Position:**

- Small to medium size Progressive and Line/Transfer dies :
- Design & Build, Build-Only, Machined Components, Repair.
- Machine, Assemble, and Tryout of Production Tooling;
- Project Lead & Supervision;
- Experience in Estimating, Quoting & Design preferred;
- Skills / Experience Required:
- Tool & Die Maker Certificate (Ministry of Training, Colleges & Universities)
- 5-10 years experience as project lead in die machining, assembly, tryout and finalization.
- Practical knowledge of CAD as applicable to design, build & machining.
- Schedule:
- Full time (40 hours weekly + overtime including half-Saturday as required).

#### **Compensation:**

- Wage commensurate with experience.
- Benefits offered.
- Job Type: Full-time

## Job Location:

Windsor, ON

# **Required education:**

Diploma/Certificate

# Required experience:

Tool & Die Maker: 5 years

LINK:

http://www.workopolis.com/jobsearch/job/17147915?OMAlert=Y&cid=EM%7CB2C%7CJA%7CJA%7CEN%7C56e85ba5634f9a21342409a7%7CJARNH0516

#### **Relief Courier - Purolator Inc**

- Windsor, ON, CANADA
- Purolator 2008 BDT
- Load/Unload Freight
- Scanning
- Warehouse Duties as assigned

- Able to cover open courier runs in a pre-load environment
- Valid G class driver licence
- Able to lift up to 70 lbs
- Customer Service Skills
- Rate per hour: \$17.44 per hour for Courier Duties and \$15.34 per hour for Sorter duties
- Guarantee of 25 hours per week

#### LINK:

http://www.workopolis.com/jobsearch/job/17148929?uc=E12&sc=2.0000&sp=16&searchFragment=ak%3D%26l%3Dwindsor%2Contario%26ch%3D%26e%3D%26e%3D%26lg%3Den%26ih%3D%26pt%3D%26pd%3D%26pn%3D1%26lr%3D50%26st%3DRELEVANCE%26bj%3DJob%20Search%20Results%2C%20Cobra%26lp%3Dfalse%26dr%3D

# Refrigeration A/C Mechanic - Temperate Control Services

- Windsor, ON, CANADA
- Skilled Trades and Labour
- HVAC/R MECHANIC Licensed Refrigeration A/C Mechanic with Gas Fitter for Commercial & Industrial Service.
   Competitive wages & benefits. Temperate Control Services Inc. tcs@mnsi.net 519-737-0111

#### LINK:

http://www.workopolis.com/jobsearch/job/17148595?uc=E4&sc=2.0000&sp=17&searchFragment=ak%3D%26l%3Dwindsor%2Contario%26ch%3D%26el%3D%26e%3D%26lg%3Den%26ih%3D%26pt%3D%26pd%3D%26pn%3D1%26lr%3D50%26st%3DRELEVANCE%26bj%3DJob%20Search%20Results%2C%20Cobra%26lp%3Dfalse%26dr%3D

# Office Coordinator - Housing Information Services - Windsor, ON

Part-time

#### **Job Summary**

- Supply position working in a Co-operative Housing Development, managing day to day activities
- Administers rent geared to income program based on the funding program
- Collection of housing charges, issuing receipts and late notices
- Administers accounts payable including invoice processing and cheque preparation
- Maintains a work order system for maintenance of the Co-op
- Develops a strategy to maintain full occupancy of the Co-op
- Attends Board meetings and records minutes

#### **Skills & Knowledge**

- Completed a 2-3 year program in Business Administration
- Proficient in Microsoft Office and Simply Accounting a must
- Recent and relevant knowledge of The Housing Services Act, The Residential Tenancy Act and The Cooperative Corporations Act
- Job Type: Part-time

#### Required education:

Diploma/Certificate

# Required experience:

• Business Administration: 2 years

# **Required license or certification:**

Driver's licence

#### LINK:

http://ca.indeed.com/viewjob?jk=0593dccb661fac9a&q=all&l=Windsor,+ON&tk=1askccg521d8odej&from=ja&alid=56ce 17c7e4b059583b444719&utm source=jobseeker emails&utm medium=email&utm campaign=job alerts

# Food Safety Coordinator - Thomas Canning - Windsor, ON

Suitable applicant should have a background in quality, preferably food but not essential. They will be
responsible for testing of in process product as well as sample preparation. Record keeping under CFIA and
SQF standards. Maintaining the HACCP and Food Safety program, performing audits.

• Job Type: Full-time

#### Required education:

• Diploma/Certificate

# Required experience:

Quality Control: 1 year

#### LINK:

http://ca.indeed.com/viewjob?jk=355929aeec67ca46&q=all&l=Windsor,+ON&tk=1askccg521d8odej&from=ja&alid=56ce17c7e4b059583b444719&utm\_source=jobseeker\_emails&utm\_medium=email&utm\_campaign=job\_alerts

# Apprentice Mold Maker - Concours Mold, Inc. - Windsor, ON

Full-time, Apprenticeship

# JOB DESCRIPTION FOR MOLD MAKERS/APPRENTICES

#### **Service Activities**

- · Reads and interprets complex engineering drawings and work-process documentation
- Designs, builds, and repairs molds and models used to mass produce plastic or metal components or products
- Builds precision mold components using conventional and numerically controlled metal-cutting machines and equipment including saws, drills, grinders, lathes, mills, and EDMs
- Performs work-in-progress measuring or checking using specialized and precision tools and equipment
- Make all appropriate personnel aware of any potential tooling problems, issues or questions
- Adhere to customer standards on all tool designs
- Adhere to internal lean manufacturing guidelines

# **Apprenticeship Training**

- During of training hours in order to gain competency in the skills required. At times this guideline may vary in individual circumstances based on Apprenticeship Standards approval.
- Journey person-to-apprentice ratio is 1:1 for optimal skills development. There may be individual circumstances where the ratio varies from this guideline.
- Minimum academic standard for entry into this program is completion of Grade 12 or ministry-approved equivalent.

# **Job Requirements**

- Plan and Prepare for Machining job
- Perform work-in-process Dimensional or Surface Verification
- Perform Sawing
- Perform Drilling Using Drill Press / Machine
- Perform Machine Grinding
- Perform Lathe Work
- Perform Milling
- Perform NC/CNC Machining
- Perform Electrical Discharge Machining (EDM)
- Devise and Detail a Plan for the Mold-building Process
- Build/Fabricate Mold Components
- Fit and Assemble a Mold
- Finish / Polish the Molding Surface
- Job Type: Full-time

## Required education:

High school or equivalent

# Required experience:

Manufacturing/shop courses or Co-op: 1 year

# LINK:

http://ca.indeed.com/viewjob?jk=543a48742db93e4b&q=all&l=Windsor,+ON&tk=1askccg521d8odej&from=ja&alid=56ce17c7e4b059583b444719&utm\_source=jobseeker\_emails&utm\_medium=email&utm\_campaign=job\_alerts

# Carpenter and General Repairs Specialist - Supreme Restoration Services Inc - Windsor, ON

Supreme Restoration Services Inc. is a local restoration company that serves Windsor and the Southern Ontario region.

# We are seeking an experienced carpenter and renovations professional with the following:

- Experience in residential or commercial construction
- Experience boarding and finishing drywall
- General carpentry and repairs and finishing skills
- Proven track record of quality workmanship
- A Team player who works well with others or on your own
- Reliable transportation
- Your own basic tools
- Ideally you will have some certification in Confined Spaces, Working at Heights and other
- This job offers a competitive wage, medical benefits, a great working atmosphere and can start immediately. Please forward your resume and introductory comment
- Job Type: Full-time

# Required experience:

• In general construction or restoration business: 3 years

#### LINK:

http://ca.indeed.com/viewjob?jk=e64c090af9e5f8f4&q=all&l=Windsor,+ON&tk=1askccg521d8odej&from=ja&alid=56ce 17c7e4b059583b444719&utm\_source=jobseeker\_emails&utm\_medium=email&utm\_campaign=job\_alerts

# Assistant Manager - Zap Zone Windsor - Windsor, ON

# **Responsibilities:**

- Assist the manager in organizing, planning and implementing strategy
- Coordinate operations
- Ensure schedules and objectives are met
- Supervise and motivate staff
- Monitor operating costs, budgets and resources
- Communicate with clients and evaluate their needs and specifications
- Drive recruitment process and training & development
- Secure adherence to company's policies and guidelines
- Attending public events to promote products and services

# **Main Requirements:**

- Friendly outgoing high energy team motivator
- Comfortable speaking in front of a crowd
- 1+ years experience as assistant manager or similar position
- Experience in recruiting and performance evaluation is an asset
- Familiar with financial and customer service principles and practices
- Proficient user of MS Office
- Leadership and organizational abilities
- Analytical mind with good math skills
- Interpersonal and communication skills
- Problem-solving
- Open availability, ability to work most weekends
- Able to travel between two locations
- Job Type: Full-time

# **Required education:**

• High school or equivalent

# Required experience:

Management: 1 year

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

Driver's Licence

#### LINK:

http://ca.indeed.com/viewjob?jk=8354765ba42b18fb&q=all&l=Windsor,+ON&tk=1askccg521d8odej&from=ja&alid=56ce17c7e4b059583b444719&utm\_source=jobseeker\_emails&utm\_medium=email&utm\_campaign=job\_alerts

# Company Driver - Ground Effects LT - Windsor, ON

**Summary:** The Company Driver will transport passengers or cargo as a customer service element provided by the company. Responsibilities include picking-up passengers for supplier meetings, customer meetings, airport pick up/drop off, recording all destinations on the company log, ensuring that the company vehicle is in good working condition, providing friendly service and applying defensive driving techniques to uphold the safety of all passengers.

# **Job Duties**

- Pickup/meet & drive company vehicle to transport employees, clients, cargo and packages to various destinations according to requests/appointments/schedules
- Provide passengers with information about the local area and points of interest, and/or give advice on hotels and restaurants.
- Test vehicle before and after shift to ensure that lights, brakes, windshield wipers, and tire pressure are in proper working condition & notify maintenance if there are any issues
- Operate all company equipment needed to communicate with company contacts such as radio, cell phone
  or computer in order to receive information, updates and passenger locations.
- Assist all passengers with entering and exiting the vehicle, including properly storing and retrieving any luggage to and from the appropriate compartment.
- Vacuum and clean interiors, and wash and polish exteriors of automobiles
- Record all destinations in the company log & record daily mileage
- Complete accident reports when necessary.
- Provide exceptional customer service in a friendly manner at all times
- Adheres to all company policies, procedures and safety standards
- Perform other duties as assigned.

# Requirements

- 5 years of driving experience.
- High School Diploma.
- Must have valid driver's license with appropriate insurance coverage, and clean driving record
- Must be able to obtain a Nexus card
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Professional appearance and manners
- Communicate ideas and recommendations to passengers and other drivers
- Must be able to work overtime as required
- Must be able to weekend & night work as required

Please visit our website for more information about Ground Effects www.gfxltd.com Only the selected candidates will receive a response. Thank you for your interest

# Job Location:

Windsor, ON

# Required experience:

Driving: 5 years

#### LINK:

http://ca.indeed.com/viewjob?jk=e23589e9c598053a&q=all&l=Windsor,+ON&tk=1askccg521d8odej&from=ja&alid=56ce17c7e4b059583b444719&utm\_source=jobseeker\_emails&utm\_medium=email&utm\_campaign=job\_alerts

# Warehouse Associate - Holland Cleaning Solutions - Windsor, ON

#### **FULL TIME**

Holland Cleaning Solutions, since 1941, is a leading "one-stop" distributor of janitorial and sanitation maintenance supplies, ware washing, laundry and other specialized cleaning equipment for a variety of industries. Serving South Western Ontario, through excellent customer service we have evolved from one location to three local offices, warehouses and repair centres with dedicated, knowledgeable employees to service all customer needs. Job Description:

Warehouse Associate will be a permanent, full-time position, from Monday through Friday during regular business hours.

# Responsibilities:

- Picking and organizing customer orders
- Loading and unloading trucks
- Organizing inventory throughout warehouse
- · Verifying and ensuring accuracy in shipping and receiving of goods
- Completing paperwork
- Preparing orders for customer pick-ups
- Adhering to all Company operational policies and procedures, including health and safety
- Completion of other general duties as assigned

#### **Qualifications:**

- High school graduate preferred
- Preferred experience in a warehouse setting
- Experience with material handling equipment including forklifts and pallet-trucks
- Ability to read, understand and prepare shipping documents
- Physically capable of lifting up to 50lbs
- Valid driver's license and vehicle
- Self-motivated, good communicator, dependable and excel in a team setting
- Interested and qualified candidates please respond by e-mail with resume.
- Job Type: Full-time

# Required education:

High school or equivalent

#### Required license or certification:

Drivers License G

#### LINK:

http://ca.indeed.com/cmp/HOLLAND-CLEANING-SOLUTIONS/jobs/Warehouse-Associate-e70144ef5d31abc5?q=all

#### Customer Advisor - Lee Valley Tools Ltd. - Windsor, ON

Part-time

Status: Part-time

Reporting to: Manager, Retail Operations - Windsor

Location: Windsor, ON

About Us

Lee Valley Tools enjoys a proud 38 year history of providing high quality woodworking, gardening, hobby, hardware, gift and seasonal merchandise. Our customer service delivery is legendary and is rigorously addressed as part of the culture throughout the company.

#### **Opportunity**

We have exciting opportunities available for a Customer Advisors at our Windsor Retail Store, scheduled to open in November 2016. Joining the team in October 2016, the successful candidates will assist in startup activities for the Windsor store and be a key contributors to a successful opening.

The Customer Advisor autonomously provides high quality support and service for customer orders. Using a broad range of knowledge and experience the Customer Advisor capably handles customer enquiries regarding products

&/or services related to woodworking, gardening and other issues.

#### Key Responsibilities

- Serves customers promptly, courteously, and efficiently in person or on the phone
- Provide accurate processing and fulfillment of customer orders
- Provide customers with accurate pricing, part numbers, and/or product availability for orders
- Determines the nature of the inquiry and directs it to the appropriate individual or group if necessary
- Resolve routine service, delivery issues
- Manage custom order products
- Assists in other areas of the store when needed
- Collects detailed symptoms of customer problems, may require additional research and testing to facilitate repair or resolution
- Following through on product problems and suggestions
- May provide guidance to other departments or less experienced staff
- May conduct training sessions for staff or seminars for customers on a particular topic or line of products or participate in product testing

## Knowledge and Skills

- High school diploma and 1-2 years of related experience; college diploma or certification in a related field (horticulture, woodworking, carpentry, etc.) considered a significant asset
- Previous experience in a retail or customer service environment; familiarity with and understanding of retail operations considered an asset
- Exceptional interpersonal skills; strong written and verbal communication
- Advanced knowledge of Lee Valley product lines and expert knowledge of a full area of Lee Valley products (e.g. woodworking or gardening) an asset
- Sound knowledge of the Lee Valley website and its functionality an asset
- If you are interested in this opportunity, please respond to this posting with a copy of your resume and referencing the job title in the subject line by September 28, 2016.
- Lee Valley Tools Ltd is committed to fair and accessible employment practices. We will take reasonable steps when requested to accommodate people with disabilities. All offers of employment with Lee Valley/VERITAS are contingent on the successful completion of a background check conducted in accordance with company policy and provincial law.
- We thank all applicants for your interest in Lee Valley/VERITAS. Only those applicants invited for an interview will be contacted.
- Job Type: Part-time

#### Required education:

High school or equivalent

## Required experience:

Horticulture: 1 year

Sales: 1 year

Customer Relations: 1 year
Customer Satisfaction: 1 year
Customer Service: 1 year

Retail: 1 year

Woodworking: 1 year

# Required language:

English

#### LINK:

http://ca.indeed.com/cmp/Lee-Valley-Tools-Ltd./jobs/Customer-Advisor-e05e7d8815b3743a?q=all

# Forklift Driver - NatureFresh Farms Inc. - Leamington, ON

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

Job Description: A forklift driver will operate the forklift in a safe manner at all times and assist with duties around the greenhouse or warehouse.

#### **Job Related Conditions**

- Winter temperatures are comfortable however please note that summer temperatures can be very warm and humid
- Walking, sitting and standing throughout the day
- Working with minimal supervision for the majority of the day

# Job Responsibilities

- General maintenance duties
- Perform regular inspections on forklift and submit work orders as necessary
- Comply with all safety policies and procedures
- Assist with loading/unloading trucks
- Complete other duties as requested by supervisor

# Requirements

- Willing to train the right candidate
- Good communication skills, attention to detail
- Safety shoes
- Must be capable of heavy lifting up to 50 lbs.
- Must be able to work 6 days a week
- Job Type: Full-time

#### Job Location:

Leamington, ON

#### LINK:

http://ca.indeed.com/cmp/Nature-Fresh-Farms-Inc./jobs/Forklift-Driver-edd86539d74b731c?q=all

# **Operations Manager - Ministry of the Attorney General (Windsor)**

- Apply By: Wednesday, September 28, 2016 11:59 pm EDT
- OPERATIONS MANAGER
- Organization: Ministry of the Attorney General
- Division: Criminal Law Division
- City: Windsor
- Job Term: 1 Permanent
- Job Code: AGA18 General Administration AM-18
- Salary: \$63,676.00 \$79,016.00 Per Year
- sting Status: Open
- Job ID: 95649

#### LINK:

https://www.gojobs.gov.on.ca/Preview.aspx?Language=English&JobID=95649

# Letter Carrier (Delivery Agent) - On-call - Canada Post Windsor

- Job ID: J0716-1510
- Category: Collection & Delivery
- Location: Windsor Ontario N8W 3T6
- City / Province: Windsor, Ontario
- Employment Type: Temporary on-call
- Open Positions: 30
- Salary: \$19.38 /Hour
- Job Closing Date: (dd/mm/yyyy):30/09/2016
- Language Requirement: English essential
- Do you enjoy interacting with customers, being outdoors, getting exercise and want to work for a great national organization? We are seeking temporary on-call Letter Carriers.

Note: Applicants who reside within a 50 km radius of work location are preferred

#### LINK:

https://cpc.njoyn.com/CGI/XWEB/Xweb.asp?tbtoken=bF5aRRMXCGgGZXQEMVdWCCNAAxVEcFVUc0gjUCsLExcrLzJuWUMeB2t2dwkbVhZST3AqWA%3D%3D&chk=dFlbQBJe&CLID=23060&PAGE=JOBDETAILS&JOBID=J0716-1510&BRID=478192&SBDID=977

# Roofer Helper - Abc Roofing Ltd

Windsor, ON

Salary:

\$18.00 to \$25.00 hourly for 2 to 40 hours per week

Job Number:

484162

# **Anticipated Start Date:**

As soon as possible

Source:

🟴 Job Bank

# **Terms of Employment:**

Seasonal Part Time leading to Full Time

**Number of positions:** 

2

# **Employment Conditions**

Day, Weekend, To be determined, Early Morning, Morning

**EMPLOYER DETAILS** 

**Employer:** 

Abc Roofing Ltd

#### **JOB REQUIREMENTS**

#### Languages

**English** 

# **Education**

No degree, certificate or diploma

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

Workplace Hazardous Materials Information System (WHMIS) Certificate; Fall Arrest Protection Training Course

# **Equipment and Machinery Experience**

Air compressors; Nail guns

**Experience** 

No experience

## **Construction Specialization**

Residential

#### Weight Handling

Up to 45 kg (100 lbs)

#### **Specific Skills**

Remove rubble and other debris at construction sites; Load, unload and transport construction materials

# **Own Tools/Equipment**

Steel-toed safety boots

#### **Work Site Environment**

Outdoors; At heights

## **Transportation/Travel Information**

Own transportation; Valid driver's licence

# **Work Conditions and Physical Capabilities**

Fast-paced environment; Repetitive tasks; Handling heavy loads; Physically demanding; Manual dexterity

#### **Work Location Information**

Various locations

# **Personal Suitability**

Flexibility; Team player; Client focus; Reliability

#### **HOW TO APPLY**

By e-mail:

#### abcroofing@cogeco.ca

## By phone: from 8:00 to 17:00:

(519)-734-1717 **Date Posted:** 2016-09-14

#### Advertised until:

2016-10-14

# **Roofer - Abc Roofing Ltd**

Windsor, ON

# Salary:

\$18.00 to \$25.00 hourly for 2 to 40 hours per week

### Job Number:

484151

#### **Anticipated Start Date:**

As soon as possible

#### Source:

**B** Job Bank

# **Terms of Employment:**

Seasonal Full-Time

#### **Number of positions:**

2

# **Employment Conditions**

Day, Weekend, To be determined, Early Morning, Morning

#### **EMPLOYER DETAILS**

# **Employer:**

Abc Roofing Ltd

#### **JOB REQUIREMENTS**

#### Languages

**English** 

# **Education**

No degree, certificate or diploma

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

Workplace Hazardous Materials Information System (WHMIS) Certificate; Fall Arrest Protection Training Course

#### **Experience**

Experience an asset

# **Area of Specialization**

Shingled roofs

# **Weight Handling**

Up to 45 kg (100 lbs)

## **Work Setting**

Residential

# **Own Tools/Equipment**

Tools; Steel-toed safety boots

#### **Work Site Environment**

Dangerous; Outdoors; At heights; Noisy

# **Transportation/Travel Information**

Own transportation; Valid driver's licence

# **Work Conditions and Physical Capabilities**

Fast-paced environment; Repetitive tasks; Handling heavy loads; Physically demanding; Hand-eye co-ordination;

Bending, crouching, kneeling

#### **Work Location Information**

Various locations

## **Personal Suitability**

Team player; Excellent oral communication; Client focus; Dependability; Reliability

# **Roofer Specific Skills**

Install, repair or replace shingles, shakes and other roofing tiles on sloped roofs of buildings; Install sheet metal flashings; Install and repair metal roofs using hand and power tools

# **Shingler Specific Skills**

Install or replace asphalt shingles, wood shingles and shakes and masonry or baked clay roofing tiles on sloped roofs of buildings

#### **HOW TO APPLY**

By e-mail:

abcroofing@cogeco.ca

## By phone: from 8:00 to 17:00:

(519)-734-1717 Job Location: 1905 Suzanne St Date Posted: 2016-09-14

# Advertised until:

2016-10-14

# **Telemarketer - Unconquered Sun Solar Technologies Inc**

Windsor, ON

#### Salary:

\$13.00 hourly for 36 to 40 hours per week

## Job Number:

488305

# **Benefits**

**Bonus** 

# **Anticipated Start Date:**

As soon as possible

# Source:

**B** Job Bank

# **Terms of Employment:**

Permanent Full-Time

# **Number of positions:**

2

# **Employment Conditions**

Evening, Weekend, Flexible Hours

#### **EMPLOYER DETAILS**

# **Employer:**

Unconquered Sun Solar Technologies Inc

#### **JOB REQUIREMENTS**

#### Languages

**English** 

# **Education**

Secondary (high) school graduation certificate or equivalent experience

# **Experience**

Will train

# **Specific Skills**

Arrange sales demonstration appointments; Contact potential customers by phone

#### **Personal Suitability**

Effective interpersonal skills; Excellent oral communication; Reliability

#### **HOW TO APPLY**

By e-mail:

#### sean@unconqueredsun.com

# By phone: from 9:00 to 17:00:

(519)-735-1818

Online:

# http://www.unconqueredsun.com

# In person: from 9:00 to 17:00:

11600 County Road 42, Tecumseh, Ontario, N8N2M1

Job Location:

11600 County Road 42

# **Date Posted:** 2016-09-14

#### Advertised until:

2016-10-14

#### **Tomato Grower - Domric International Ltd.**

Kingsville, ON

Salary:

\$30,000.00 to \$50,000.00 annually for 40 to 60 hours per week

#### Job Number:

488095

# **Anticipated Start Date:**

As soon as possible

Source:

🕮 Job Bank

# **Terms of Employment:**

Permanent Full-Time

**Number of positions:** 

1

# **Employment Conditions**

Day, Weekend, Early Morning, Morning

# **EMPLOYER DETAILS**

**Employer:** 

Domric International Ltd.

## **JOB REQUIREMENTS**

Languages

**English** 

#### **Education**

Bachelor's degree

# **Experience**

Experience an asset

# **Type of Farm Operations**

Horticultural field crop

#### **Work Site Environment**

Hot

#### **Work Conditions and Physical Capabilities**

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

kneeling; Overtime required

#### **Personal Suitability**

Initiative; Effective interpersonal skills; Excellent oral communication; Organized

# **HOW TO APPLY**

By e-mail:

paulina@policellafarms.com

By fax:

(519)-326-9214

**Date Posted:** 

2016-09-14

#### **Advertised until:**

2016-10-14

# Forklift Operator - Sunrite Greenhouses Ltd.

Kingsville, ON

Salary:

\$13.00 to \$16.00 hourly for 45 hours per week

Job Number:

485452

# **Anticipated Start Date:**

As soon as possible

Source:

**B** Job Bank

## **Terms of Employment:**

Permanent Full-Time

# **Number of positions:**

2

#### **Employment Conditions**

Day, Evening, Weekend

# **EMPLOYER DETAILS**

**Employer:** 

Sunrite Greenhouses Ltd.

#### **JOB REQUIREMENTS**

Languages

English

# **Education**

Secondary (high) school graduation certificate

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

**Forklift Operator Certification** 

**Experience** 

1 year to less than 2 years

# **Additional Skills**

Ship orders

# **Weight Handling**

Up to 13.5 kg (30 lbs)

## **Work Setting**

Warehouse

#### **Specific Skills**

Wrap goods; Operate a variety of equipment to load, unload and move materials and products; Load, unload and move products and materials by hand or with basic material handling equipment; Organize and maintain inventory

# **Security and Safety**

Bondable; Driving record check (abstract); Criminal record check

#### **Work Site Environment**

Hot; Cold/refrigerated

# **Transportation/Travel Information**

Own transportation

# **Work Conditions and Physical Capabilities**

Fast-paced environment; Repetitive tasks; Handling heavy loads; Physically demanding; Attention to detail; Hand-eye coordination; Large workload

#### **HOW TO APPLY**

By e-mail:

bruceb@delfrescoproduce.com

By fax:

(519)-733-5290

In person: from 9:00 to 17:00:

1414 Seacliff Drive, Kingsville, Ontario, N8H3V6

**Date Posted:** 2016-09-13

**Advertised until:** 

2016-10-13

#### **Bread Baker - Lakeside Bakery Deli Cafe**

Leamington, ON

Salary:

\$12.00 to \$15.00 hourly for 32 to 44 hours per week

Job Number:

486380

# **Anticipated Start Date:**

As soon as possible

Source:

💹 Job Bank

#### **Terms of Employment:**

Permanent Full-Time

**Number of positions:** 

2

# **Employment Conditions**

Night, Flexible Hours, Early Morning, Start Time 00:00, End Time 07:30

**EMPLOYER DETAILS** 

**Employer:** 

Lakeside Bakery Deli Cafe

**JOB REQUIREMENTS** 

Languages

English

#### **Education**

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

# **Experience**

2 years to less than 3 years

# **Additional Skills**

Safety equipment; Moulding machine; Mixers; Hand tools; Conventional oven; Cleaning

# **Specific Skills**

Bake mixed dough and batters

# **Personal Suitability**

Team player

#### **HOW TO APPLY**

By e-mail:

# hr@lakesidebakery.com

# In person: from 9:30 to 3:00:

286 Erie Street East, Leamington, Ontario, N8H3C5

#### Job Location:

286 Erie Street East

# **Date Posted:**

2016-09-13

#### Advertised until:

2016-10-13

# Poultry Farm Manager - Belwood Poultry Ltd.

Amherstburg, ON

# Salary:

\$900.00 to \$1,100.00 biweekly for 20 to 30 hours per week

#### **Job Number:**

485663

## **Benefits**

Other Benefits

# **Anticipated Start Date:**

As soon as possible

## Source:

**B** Job Bank

#### **Terms of Employment:**

Permanent Part-Time

# **Number of positions:**

1

#### **EMPLOYER DETAILS**

# **Employer:**

Belwood Poultry Ltd.

# **JOB REQUIREMENTS**

# Languages

**English** 

# **Education**

Secondary (high) school graduation certificate

# Experience

1 to less than 7 months

# **HOW TO APPLY**

# By e-mail:

emfrail@belwoodpoultry.com

By fax:

(519)-736-0531

By mail:

4272 Concession 4 Road North, Amherstburg, Ontario, N9V2Y9

**Date Posted:** 2016-09-14

**Advertised until:** 

2016-10-14

# Poultry Preparer - Belwood Poultry Ltd.

Amherstburg, ON

Salary:

\$12.85 hourly for 40 to 44 hours per week

Job Number:

485644

# **Anticipated Start Date:**

As soon as possible

Source:

🕮 Job Bank

# **Terms of Employment:**

Permanent Full-Time

**Number of positions:** 

5

# **Employment Conditions**

Start Time 07:00, End Time 16:00

**EMPLOYER DETAILS** 

**Employer:** 

Belwood Poultry Ltd.

#### **JOB REQUIREMENTS**

Languages

**English** 

**Education** 

No degree, certificate or diploma

**Experience** 

No experience

**Work Setting** 

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

# **Specific Skills**

Slaughter livestock and remove viscera and other inedible parts from carcasses; 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; Public transportation is not available

#### **Work Conditions and Physical Capabilities**

Repetitive tasks; Attention to detail; Hand-eye co-ordination; Combination of sitting, standing, walking

#### **Personal Suitability**

Team player

#### **HOW TO APPLY**

By e-mail:

emfrail@belwoodpoultry.com

By phone: from 9:00 to 17:00:

(519)-736-2236

By fax:

(519)-736-0531

By mail:

4272 Concession 4 Road North, Amherstburg, Ontario, N9V2Y9

In person: from 9:00 to 17:00:

4272 Concession 4 Road North, Amherstburg, Ontario, N9V2Y9

**Job Location:** 

4272 Concession 4 Road North

**Date Posted:** 2016-09-14 **Advertised until:** 2016-10-14

## Finishing Technician - Mylen

Location: Chatham Placement: Full-Time

Closing Date: 09/30/2016 - 11:00 PM **Job Description: General Expectations** 

- Maintain speed and accuracy to ensure daily production requirements are met.
- Document and report errors and discrepancies.
- Knowledge of company practices and procedures.
- Material management including documentation of any products or materials lost.
- Inspect all work pieces for quality and accuracy.
- Assist in other departments as required.
- Ability to work under pressure and adhere to deadlines.
- Perform additional duties as they arise from time to time. Personal Attributes
- Honest and trustworthy.
- Quality minded.
- Motivated.
- Attention to detail.
- Logical thinking.
- Effective verbal and listening communication skills.
- Team player. Related To Health and Safety
- Ensure health and safety program requirements are maintained following the recommended guidelines of Mylen's Health and Safety policy statements and workplace procedures, OHSA, Ministry of Health, and WSIB.
- Follow Health and Safety guidelines related to work areas.
- Report any Health and Safety concerns to the JHSC or your direct manager. Wage Grid \$13 -\$18/hour

#### **Qualifications & Education:**

- Read and interpret blueprints, drawings and specifications.
- Knowledge of safe operations of general hand tools and air tools.
- Perform basic preventative maintenance on equipment and machinery.
- Knowledge of safe general operations of machinery and equipment.
- Ability to take accurate measurements. The successful candidate must be motivated and take pride in quality of work. Experience in cabinet finishing preferred.
  - Duration / Status of Position: Full-Time Permanent. Day and afternoon shifts. Some weekends and overtime as necessary to meet production demands

Location Description: Chatham, ONHow to Apply: By Email: hr@mylen.ca

# By Mail:

Mylen

33 Park Street

Chatham, Ontario, Canada

N7M3R2

#### LINK:

http://www.chatham-kent.ca/Jobs/CommunityJobs/Pages/JobDetails.aspx?id=23e2781d-8bfe-41c4-9b82-e5a40db66a12

# **Manufacturing Technician - Mylen**

Location: Chatham Placement: Full-Time

Closing Date: 09/30/2016 - 11:00 PM **Job Description: General Expectations** 

- Maintain speed and accuracy to ensure daily production requirements are met.
- Document and report errors and discrepancies.
- Knowledge of company practices and procedures.
- Material management including documentation of any products or materials lost.
- Inspect all work pieces for quality and accuracy.
- Assist in other departments as required.
- Ability to work under pressure and adhere to deadlines.
- Perform additional duties as they arise from time to time. Personal Attributes
- Honest and trustworthy.
- Quality minded.
- Motivated.
- Attention to detail.
- Logical thinking
- Effective verbal and listening communication skills.
- Team player. Related To Health and Safety
- Ensure health and safety program requirements are maintained following the recommended guidelines of Mylen's Health and Safety policy statements and workplace procedures, OHSA, Ministry of Health, and WSIB.
- Follow Health and Safety guidelines related to work areas.
- Report any Health and Safety concerns to the JHSC or your direct manager.
  - Wage Grid \$13 \$18/hour

## **Qualifications & Education:**

- Read and interpret blueprints, drawings and specifications.
- Knowledge of safe operations of general hand tools and power tools.
- Perform basic preventative maintenance on equipment and machinery.
- Knowledge of safe general operations of machinery and equipment.
- Ability to take accurate measurements. The successful candidate must be motivated and take pride in quality of work. Experience in cabinet manufacturing preferred.
  - Duration / Status of Position: Full-Time Permanent. Day and afternoon shifts. Some weekends and overtime as necessary to meet production demands
  - Location Description: Chatham, ON
  - How to Apply: By Email: <a href="mailto:hr@mylen.ca">hr@mylen.ca</a>

# By Mail:

Mylen

33 Park Street

Chatham, Ontario, Canada

#### LINK:

http://www.chatham-kent.ca/Jobs/CommunityJobs/Pages/JobDetails.aspx?id=51092afe-67c7-4a85-aaf0-634e12f3a020

# **Shipping And Receiving Material Handler - Mylen**

Placement: Full-Time

Closing Date: 09/30/2016 - 11:00 PM

#### **Job Description:**

• The Shipping and Receiving/Material Handler position at Mylen is a key position towards ensuring work performed and product delivered to the end consumer is of the utmost quality. The Shipping and Receiving/Material Handler position requires a high level of attention to detail. This position primarily operates/focuses within Mylen's Shipping and Receiving department but interdepartmental working will be required from time to time. Fast paced work environment; work under pressure; tight deadlines; can be physically demanding; working outdoors in varying weather conditions.

# **General Expectations**

- Be on time and prepared for all scheduled appointments and company meetings.
- Willingness to work in areas without regulated temperatures. (Eg: outside)
- Knowledge of safe advanced operations of machinery, equipment and tools.
- Ability to work under pressure and adhere to tight deadlines.
- Ability to lift objects weighing up to 50lbs.
- Stay up to date on industry and position specific knowledge and practices.
- Stay up to date and adhere to all company policies and procedures.
- Stay up to date and adapt to changes in the workplace as well as changes to position requirements as required to facilitate proper business flow.
- Be positive and courteous at all times. Maintain a professional demeanor; be an ambassador for Mylen.
- Complete required reports/administrative work immediately/as required throughout the day.

# **Position Specific Responsibilities**

- Required to unload and receive products coming into the shipping department.
- Sort and arrange all products throughout the shipping department.
- Gather specific materials to create rainbow stacks as well as miscellaneous moldings for specific jobs.
- Maintain proper stock levels on manufacturing floor.
- Load finished cabinetry in preparation for delivery.
- Deliver cabinetry as needed to job sites.
- Unload cabinetry at job sites in preparation for installation.
- Perform additional duties in other areas of production when required to meet business operational needs.

## **Personal Attributes**

- Problem solving.
- Critical thinking.
- Self reliant / motivated.
- Honest and Trustworthy.
- Excellent interpersonal and communications skills both verbal and written.
- Customer Service Focused.

#### Wage Grid

- \$13-\$16/hour Related To Health and Safety
- Ensure health and safety program requirements are maintained following the recommended guidelines of Mylen's Health and Safety policy statements and workplace procedures, OHSA, Ministry of Health, and WSIB.
- Follow Health and Safety guidelines related to work areas.
- Report any Health and Safety concerns to the JHSC or your direct manager.

#### **Qualifications & Education:**

- Valid Ontario Driver's license with clean drivers history/abstract
- Be able to read blueprints.

- Able to operate a fork truck. The successful candidate must be motivated and take pride in quality of work. Experience with shipping and receiving preferred.
  - Duration / Status of Position: Full-Time Permanent. Day and afternoon shifts. Some weekends and overtime as necessary to meet production demands
  - Location Description: Chatham, ONHow to Apply: By Email: hr@mylen.ca

## By Mail:

Mylen 33 Park Street Chatham ,Ontario ,Canada N7M3R2

LINK:

 $\frac{http://www.chatham-kent.ca/Jobs/CommunityJobs/Pages/JobDetails.aspx?id=6d35b015-2511-4355-8b15-d33838b182f6$ 

# **GRIP Specialist – AON Rick Solutions (Windsor)**

- Canada, ON, Windsor
- As part of an industry leading team you will help empower results for our clients by delivering innovative and
  effective solutions as part of our Aon Risk Solutions team in our Windsor, Ontario office. As a GRIP Specialist,
  you will report directly to our Senior Vice President and Team Leader.

# Your impact as GRIP Specialist: Job Responsibilities

- Mining Data from regional office and entering insurance data into GRIP system.
- Assisting with general inquiries from office users.
- Provide office Administration support including but not limited to handling the daily incoming and going mail and ICS courier.
- Performing other duties as Assigned.

#### **Qualifications & Experience**

- Currently enrolled in an accredited post-secondary program is preferred. Preference will be given to students who are enrolled in insurance and risk management programs
- Excellent Microsoft Office skills
- Strong Data Entry skills
- Strong interpersonal and communication skills
- Strong organizational and time management ability
- Strong Attention to detail.
- Willingness to take on additional responsibilities and learn from experience.
- Our Colleague Experience:
- From helping clients gain access to capital after natural disasters, to creating access to health care and retirement for millions, Aon colleagues empower results for our clients, communities, and each other every day. They make a difference, work with the best, own their potential, and value one another. This is the Aon Colleague Experience, defining what it means to work at Aon and realizing our vision of empowering human and economic possibility. To learn more visit Aon Colleague Experience.

#### **About Aon:**

- Aon plc (NYSE:AON) is the leading global provider of risk management, insurance and reinsurance brokerage, and human resources solutions and outsourcing services. Our more than 72,000 colleagues worldwide empower results for clients in over 120 countries with innovative and effective risk and people solutions and through industry-leading global resources and technical expertise. To learn more visit aon.com.
- By applying for a position with Aon, you understand that, should you be made an offer, it will be contingent on
  your undergoing and successfully completing a background check consistent with Aon's employment policies.
  Background checks may include some or all of the following based on the nature of the position: SSN/SIN
  validation, education verification, employment verification, and criminal check, search against global sanctions

and government watch lists, fingerprint verification, credit check, and/or drug test. You will be notified during the hiring process which checks are required by the position.

• Canada: Aon is committed to a diverse workforce as an Employment Equity employer (Women, People with Disabilities, Aboriginal Peoples, and Visible Minorities).

#### **DISCLAIMER:**

 Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Job number: 0057006Category: Consulting

• Location: Canada, ON, Windsor

#### LINK:

http://jobs.aon.com/aon/grip-specialist-windsor

# Finance Manager - Diageo (Amherstburg & Gimli)

Auto Reg Id - 52934BR

• Function - Finance

• Type of Job - Employee

Country - Canada

Town/City - Amherstburg

• North America State/Province - Ontario

## **Purpose**

- To provide financial, compliance and business performance leadership to the Amherstburg & Gimli sites. To work collaboratively with operations to drive efficiencies, productivity initiatives and the most appropriate allocation of resources and investment to create value for Diageo. Specifically:
- Drive performance and decision making process at the Amherstburg and Gimli sites through providing financial support and leadership.
- Lead the development of the annual plans, delivery of financial results and development and implementation of strategic initiatives.
- Lead accurate, timely and financially astute profit and loss and balance sheet management. Support ongoing business performance management reviews.
- Maintain strong internal control & compliance environment.
- Lead the development/execution of best in class tools and techniques to drive simpler, faster and better reporting and decision-making.
- Identify & pro-actively manage risks and opportunities and provide performance insights.

## **Decision Making/Financial Responsibility**

- Collectively Amherstburg and Gimli distill, mature and bottle the Crown Royal brand for Diageo.
- Amherstburg bottles~5 million cases a year with an annual operating budget of~\$20 million
- Gimli distills ~28 million LAA's per year, stores~1.5 million barrels of maturing liquid worth~\$300 million and has an annual operating budget of \$28 million.
- The Finance Manager leads the financial reporting, accounting and analysis that supports these sites. This includes building awareness and accountability within the organization, reducing complexity, and optimizing business processes.

#### **Management Responsibility**

- Reports to Finance Director, Supply Operations.
- Part of Plant Leadership Teams.
- Manage and influence stakeholders across multiple sites and other functions. Build strong relationships quickly.

# **Complexity of Role**

- The role requires significant in-depth knowledge of accounting, planning, reporting, analysis and controls.
- Understanding of end to end Supply chain and cost accounting, including requirements and transactions relating to maturing inventory.

- Strong leadership skills as part of Plant Leadership Team.
- Ability to impact performance and implement continuous improvement agenda.
- Change management capabilities and business transformation experience.
- Building and leveraging relationships across difference business functions and geographies are essential to delivering results.

### **Key Outputs / Deliverables**

- Provide exceptional business partnering support and financial oversight for the sites to help drive effective decision making.
- Lead the development of the annual operating plan (AOP) and monthly LE forecasts/R&O.
- Lead the monthly close process and preparation of financial and operational performance reports including BPM reporting and KPIs.
- Manage the accuracy and data integrity of the B/S and P&L.
- Be able to connect transactional details to decision support required to drive plant performance.
- Ensure that the correct controls and governance is in place to meet CARM and Risk standards.

# **Experience/Skills**

- 8+ years of financial management/accounting experience, preferably within a manufacturing or fast moving & complex consumer goods environment.
- Bachelor's degree in Finance or Accounting is required; a professional accounting designation or MBA is preferred.
- Knowledge of the beverage alcohol industry supply chain desirable (particularly distillation/maturation/bottling operations).
- Strong technical accounting, planning, analysis, reporting and systems expertise. SAP knowledge a plus.
- Proven ability to distill out complex business issues, provide logical, compelling and clear plans for action.
- Requires excellent leadership/networking skills and ability to lead and influence organizational change.
- Strong communication and presentation skills.
- Ability to travel required.

#### LINK:

https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?jobId=2440647&PartnerId=11729&SiteId=208

### Maintenance Supervisor - A.P. Plasman

FULL-TIME

LOCATION: Tecumseh Plant, Tecumseh, ON, CA

DATE POSTED: August 9, 2016

• DIVISION: A.P. Plasman

CATEGORY: Operations and Trades

### **OVERVIEW**

• 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. We are excited to share the opportunity located at our Tecumseh Paint Facility, where we are presently looking for a new member to join our Tecumseh Plant team as Maintenance Supervisor.

#### THE ROLE

- Primary responsibilities include: The Maintenance Supervisor will coordinate and supervise the maintenance department and activities pertinent to the Tecumseh paint facility.
- Electrical, pneumatic and general repair maintenance of all equipment
- Performing preventative maintenance of equipment within manufacturers specifications
- Directing/ Coordinating all activities in maintenance department including assisting maintenance personnel when necessary
- Ensuring conformance with ISO/TS 16949 and ISO 14001 standards
- Promote an atmosphere of teamwork at all times
- Maintain a clean and safe working environment
- Ensure equipment is in good mechanical condition to provide safe operation
- Ensure spill procedures and the Transfer of Hazardous Materials
- Ensure that all employees receive proper training and understand all job tasks
- Comply with established rules, procedures, and Health and Safety Mandates

#### **EDUCATION**

• Diploma/ ticket in a provincial recognized Industrial Maintenance designation

#### **EXPERIENCE**

- Minimum of 8+ years experience in the maintenance field with at least 3 years in a leadership role
- Knowledgeable in integrated manufacturing technology relating to an automotive paint facility

#### OTHER REQUIREMENTS

- Good verbal and written communication skills
- Ability to problem solve
- Ability to multi-task in a fast paced automotive manufacturing environment
- Ability to identify & participate in cost reduction initiatives
- Ability to work, plan, direct projects, which will require work beyond regular business hours including weekend work

#### LINK:

http://www.theplasmangroup.com/job-listing/?job\_id=92

#### **Member Service Consultant - CAA South Central Ontario Windsor**

- (Full-time) (61.1.5)
- Job Title Member Service Consultant- Windsor (Full-time)
- Education Post Secondary Education
- Location Windsor Store Windsor, ON CA (Primary)
- Career Level Entry Level
- Category Member Services/Customer Service
- Job Type Full-time

# **Job Description**

- As Canada's largest automobile association, we are passionate about keeping our Members safe-- whether they
  are on the road, at home, or travelling abroad. Meeting the diverse needs of our two-million Members requires
  high performing, forward thinking, and innovative people who work collaboratively to keep propelling our
  business forward.
- Life at CAA South Central Ontario is fast paced, performance-driven and rewarding. We value our Associates'
  career growth and ongoing professional development-- and we regularly recognize their achievements and
  outstanding results.
- We work hard and play hard. We're about doing what's right, and feeling good about it.
- As a Member Service Consultant (MSC) you will have the proven ability to provide exceptional experiences to our Members. In this role, you would be required to sell Memberships, merchandise and Traveler's Cheques.
   You will also be required to make car rental reservations, take passport photos, issue International Driving permits and educate and provide Travel Insurance options to our Members.

### **Job Requirements**

- 1-2 years customer service and sales experience in a retail environment
- Excellent communication skills both written and oral
- TICO certification completion or working towards/ willing to complete
- Available to work flexible store operation hours
- Post-secondary education in Travel and Tourism, or related field is a strong asset
- Please note: Internal applicants are asked to formally express their interest by applying online no later than 10 business days of position being posted.
- We are an equal opportunity employer and are committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). CAA SCO will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs

#### LINK:

https://caasco.mua.hrdepartment.com/hr/ats/Posting/view/61

### **Member Service Consultant - CAA South Central Ontario Windsor**

- (Part-Time) (61.1.3)
- Job Title Member Service Consultant Windsor (Part-Time)
- Education Post Secondary Education
- Location- Windsor Store Windsor, ON CA (Primary)
- Career Level Entry Level
- Category Member Services/Retail
- Job Type Part-time

# **Job Description**

- As Canada's largest automobile association, we are passionate about keeping our Members safe-- whether they
  are on the road, at home, or travelling abroad. Meeting the diverse needs of our two-million Members requires
  high performing, forward thinking, and innovative people who work collaboratively to keep propelling our
  business forward.
- Life at CAA South Central Ontario is fast paced, performance-driven and rewarding. We value our Associates' career growth and ongoing professional development-- and we regularly recognize their achievements and outstanding results.
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   You will also be required to make car rental reservations, take passport photos, issue International Driving permits and educate and provide Travel Insurance options to our Members.

# **Job Requirements**

- Have excellent customer service skills and sales ability
- A high level of enthusiasm along with a mature attitude and a strong work ethic
- 6 months experience in a retail environment
- TICO certification completed or willing to complete

### You must be able to work flexible hours

Monday - Friday - 9:00 am - 5:30 pm

Saturday - 10:00 am - 1:00 pm

- Please note: Internal applicants are asked to formally express their interest by applying online no later than 10 business days of position being posted.
- We are an equal opportunity employer and are committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). CAA SCO will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs

#### LINK:

https://caasco.mua.hrdepartment.com/hr/ats/Posting/view/24

### **Drivers - Coulter's Furniture**

- Windsor, ON, CANADA
- Full-Time
- Must be over 25 years of age
- Have experience moving furniture.
- 5 yrs + DZ driving experience.
- Please reply with resume to: mark@coulters.com
- \*No Phone Calls Please\*

#### LINK:

http://www.workopolis.com/jobsearch/job/17152819?uc=E5&sc=2.0000&sp=9&searchFragment=ak%3D%26l%3Dwindsor%2Contario%26ch%3D%26ek%3D%26lg%3Den%26ih%3D%26pt%3D%26pd%3D%26pn%3D1%26lr%3D50%26st%3DRELEVANCE%26bj%3DJob%20Search%20Results%2C%20Cobra%26lp%3Dfalse%26dr%3D

# Cash Supervisor - Windsor-Detroit Tunnel Duty Free Shop - Windsor, ON

• Windsor-Detroit Tunnel Duty Free Shop is accepting applications for a full-time cash supervisor. This retail outlet caters to the travelling public and is open 24/7.

# The successful candidate will have the following qualifications:

- Strong POS & cash handling experience a must
- Perform currency exchange and administrative functions
- Ability to multi-task in a fast-paced environment
- Ability to manage all customer service functions
- Ability to resolve any customer related issues
- Ensure all sales related policies & procedures are adhered to
- Supervise, train, coach & motivate all cashier staff
- Strong organizational & analytical skills required
- Effective communication & interpersonal skills required
- Minimum of 2-years supervisory experience required
- References required
- \*\*No phone calls please\*\*
- Job Type: Full-time

# Required experience:

Cash supervisor: 2 years

LINK:

http://ca.indeed.com/viewjob?jk=fe2d26a1307c828d&q=all&l=Windsor,+ON&tk=1asmur7mq1d8obpe&from=ja&alid=56ce17c7e4b059583b444719&utm source=jobseeker emails&utm medium=email&utm campaign=job alerts

# "G" license/stake truck driver - Battlefield Equipment Rentals - Windsor, ON

\$16 an hour

We are looking for a "G" license driver for our 4 ton stake truck/F550 Roll-off.

This job will be paying \$16 per hour with a minimum of 40 hours per week up to 60 hours per week.

Very good benefits & pension plan with numerous other investment opportunities.

A valid drivers abstract is mandatory and must accompany all resumes for consideration.

Job Type: Full-time

#### Job Location:

Windsor, ON

#### Required experience:

Driving: 1 year

• Equipment loading: 1 year

# Required license or certification:

Class G

#### LINK:

http://ca.indeed.com/viewjob?jk=4f83b7c10b55ec9b&q=all&l=Windsor,+ON&tk=1asmur7mq1d8obpe&from=ja&alid=56ce17c7e4b059583b444719&utm\_source=jobseeker\_emails&utm\_medium=email&utm\_campaign=job\_alerts

# General Labourer - Ironex Aluminum Fencing & Railing Ltd - Windsor, ON

We are looking for railing /fencing installers and helpers to complete residential installation projects. Candidates would need to have some construction experience/background. Candidate must have the ability to interact with customers and follow orders. A valid drivers license is essential and required for this position.

#### Overview of duties:

Driving a crew truck

Installation of fencing, railing, and gates

Prepare job site/maintain work area/clean up truck

Follow instruction and operate press/heavy machinery

# Skills required:

Attention to detail

Ability to read and speak English

Excellent customer service

Must be able to lift up to 100 lbs

Experience Required:

2 years heavy construction required

1 year as a supervisor or foreman

Prior fencing experience preferred

Must have clean driving record (no DUI/DWI). We conduct a thorough background.

Required experience: Fence installation: 2 years Please send resumes via email

Minimum wage- approx 40 hrs per week

Job Type: Full-time Required education:

Diploma/Certificate

### Required experience:

• Construction: 2 years Required license or certification:

# Driving license-Ontario

Job Type: Full-time

# Required education:

Bachelor's

#### LINK:

http://ca.indeed.com/viewjob?jk=2095e4eebaec0fe3&q=all&l=Windsor,+ON&tk=1asmur7mq1d8obpe&from=ja&alid=56ce17c7e4b059583b444719&utm source=jobseeker emails&utm medium=email&utm campaign=job alerts

### Enterprise Program Coordinator - Downtown Mission of Windsor - Windsor, ON

### **Enterprise Program Coordinator - 1 year Contract (renewal possible)**

United Church Downtown Mission of Windsor Inc. - Windsor, ON

Location: The Downtown Mission, 664 Victoria Ave. Windsor Hours: 20 – 40 hours/week Pay Range: \$14.50 to \$16.50

### **SUMMARY:**

The Downtown Mission exists as a Place of Sanctuary. In response to the mandate of the Gospel, through outreach

we provide: **food** for the body, **nurture** for the spirit, **shelter** for the homeless, **advocacy** for the impoverished, and **opportunity** for human growth.

The Enterprise Program Coordinator develops, implements, manages and evaluates an array of programs and services leading to sustainable employment opportunities for participants, including the nurturing of ongoing strategic relationships with the Partner Agencies and local businesses to create opportunities and to advocate on behalf of participants seeking employment.

### **DUTIES & ACCOUNTABILITIES:**

- · Coordinates recruitment, training, and placement activities related to all Enterprise Program Streams, including: developing partnerships with local businesses, community agencies, schools, funders, and internal program divisions;
- · Develops core training program model
- · Actively markets, recruits, and registers participants ensuring compliance to guidelines and criteria are maintained:
- · Using a collaborative partnership model. Creates and implements a detailed schedule for participant workshops and coaching sessions. Assists with facilitating employability workshops to all participants when needed.
- · Consults with internal colleagues to ensure effective hands on training is received through mission programs;
- · Supports matches for work placements.
- · Maintains program statistics and prepares reports as required

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- · Demonstrated ability to work with diverse groups including adults, youth, newcomers to Canada or other groups with specialized needs
- · Demonstrated understanding of community resources, programs and services
- · Knowledge of local labour market, current job search techniques and teaching methods for individual and group youth learners
- · Experience facilitating / coaching groups and individuals

# **MINIMUM JOB REQUIREMENTS:**

- · College Diploma or Equivalent in related field
- · Excellent verbal and written English communication skills
- · Computer literate and internet experience and familiar with using career resources including computerized assessment tools
- · Excellent interpersonal, communication and teamwork skills

Apply with cover letter stating related experience and understanding of homeless and other vulnerable populations. No later than September 29th, 2016 LINK:

http://ca.indeed.com/viewjob?jk=6ea36ca74e5d6dea&q=all&l=Windsor,+ON&tk=1asmur7mq1d8obpe&from=ja&alid=56ce17c7e4b059583b444719&utm source=jobseeker emails&utm medium=email&utm campaign=job alerts

# Tagger/Inventory Clerk - Armstrong Top Pack Ltd. - Leamington, ON

\$13.25 an hour

**Armstrong Top Pack/Top Line Farms** is one of Leamington's largest grower, importer, exporter and packer of greenhouse vegetables has an immediate opening for:

### **Tagger**

Specific Skills: Inventory Clerk.

Compile inventory reports. Reconcile calculated inventories with computer manuals counts of inventory items.

Experience: Business Equipment and Computer Applications. Inventory control software.

Other abilities: Perform routine clerical duties.

Working conditions and physical abilities: Environment where activities take place at a rapid pace. Work under pressure. Attention to detail. Standing for a long time. Working cooperatively as part of a team, organized, attention to detail, assertiveness, good arithmetic, some problem solving. Training will be provided.

3 shifts, 6 days a week, overtime paid

Job Type: Full-timeSalary: \$13.25 /hour

### LINK:

http://ca.indeed.com/viewjob?jk=04650ecdccc2a519&q=all&l=Windsor,+ON&tk=1asmur7mq1d8obpe&from=ja&alid=56ce17c7e4b059583b444719&utm source=jobseeker emails&utm medium=email&utm campaign=job alerts

### Cytotechnologist - Medical Labs of Windsor - Windsor, ON

#### Part-time

A Cytotechnologist--an MLT specializing in the study of cells--prepares and examines body cells from all body
sites under a microscope to detect abnormalities for early detection of disease; prepares analysis reports. Ability
to organize and prioritize workflow based on urgency of results while ensuring specimen integrity and suitability.
Ability to recognize altered cellular morphology and can differentiate between clinically significant and
insignificant findings. Ensures accurate documentation in a timely manner. Knowledge of QC procedures and
rules in daily practice. Performs required equipment maintenance and logs. Current registration with CMLTO
with current professional portfolio.

• Job Type: Part-time

# Required education:

Diploma/Certificate

# **Required license or certification:**

CMLTO Registered, CSMLS accreditation in Cytology

#### LINK:

http://ca.indeed.com/viewjob?jk=33987c86a0b717a8&q=all&l=Windsor,+ON&tk=1asmur7mq1d8obpe&from=ja&alid=56ce17c7e4b059583b444719&utm source=jobseeker emails&utm medium=email&utm campaign=job alerts

# Licensed Optician - FYidoctors - Windsor, ON

- interpret optical prescriptions written by optometrists or ophthalmologists
- give advice to patients on lens type, frames and styling
- take frame and facial measurements to ensure correct fit and positioning
- advise partially sighted patients on the use of low vision aids
- advise patients when adjustments or repairs to spectacles are needed
- responsible for ordering lenses and edging them into a frame
- check lenses on delivery to ensure that they meet the required specifications;

Job Type: Full-time

# Required experience:

Optician: 1 year

#### LINK:

http://ca.indeed.com/viewjob?jk=0bf3b6b70f560a2e&q=all&l=Windsor,+ON&tk=1asmur7mq1d8obpe&from=ja&alid=56ce17c7e4b059583b444719&utm source=jobseeker emails&utm medium=email&utm campaign=job alerts

### Electrician (Crane Service Technician) - Zelus Material Handling - Windsor, ON

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

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

- Troubleshoot and inspect equipment to detect faults and malfunctions.
- Determine extent of repair required.
- Adjust equipment and repair or replace defective parts.
- Clean, lubricate and perform other maintenance work.
- Service attachments and working tools.
- Perform crane inspections, repairs, installations and respond to breakdown calls.
- Utilize daily opportunities to train and instruct, along with more formal training, is required.

- Inspect hoists, cranes, systems, chain falls and pullers.
- Examine all inspection tests, findings or repairs and obtain customer satisfaction.
- Test each crane repair for complete functionality.
- Complete daily paperwork accurately and completely; time tickets, service reports, Inspection reports and sales lead generation.
- Setup, operate, adjust and maintain all service machines and equipment.
- Maintain all company equipment and tools in compliance with the manufacturer's Recommendations and certifications.
- Collect, develop and formalize information for proposals of all replacement and repair Opportunities and forward appropriately.
- Display a professional image and work within a team environment to accomplish goals.
- Maintain work area, equipment and tools in a clean and organized manner, following all Safety guidelines.
- Perform other duties as assigned.

#### **Abilities**

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

### **Education and Experience**

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

### LINK:

http://ca.indeed.com/cmp/Zelus-Material-Handling/jobs/Electrician-

385f1483ca1fab0a?sjdu=Zzi VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTi7B4Gs4glbBMCl9Z03 cRlMNO9H00s7fa3ky Rol4x7Q

# Apprentice Mechanic - Windsor Hyundai - Tecumseh, ON

Apprenticeship

- We are looking for an apprentice mechanic to join our growing Team! Minimum 2 years experience.
- Salary: \$14.00 /year

### Required experience:

at least 2 years experience: 2 years

### LINK:

http://ca.indeed.com/cmp/Windsor-Hyundai/jobs/Apprentice-Mechanic-

786533f2311c66d3?sjdu=vQllM60yK PwYat7ToXhk9NLjoPbw39Zy-Z0FZCLcd-ZYT-brb-

Gg3Wp1SXCvI7RrcWL4ofj8tmdbiR9AZQWTg

#### **Electronic Technologist - Magna Seating**

- Division Integram Windsor Seating
- State/Province/County Ontario
- City Windsor
- Job Type Regular

### **Company Introduction**

- This position is for Integram Windsor Seating, a division of Magna Seating.
- Magna Seating is an innovative leader in the development and manufacture of high quality complete seating systems, seat structure and mechanism solutions as well as foam & trim products for the global automotive

industry. Our capabilities range from market and consumer research, full concept development, design and engineering, testing and validation to world-class manufacturing.

#### **Job Introduction**

• Install, maintain, troubleshoot, and repair electronic controls of automated production equipment and electrical equipment installations.

# **Major Responsibilities**

- Install new equipment on carriers, carousel and robots.
- Maintain, troubleshoot, and repair electrical and electronic equipment on assembly line equipment.
- Maintain, troubleshoot and repair automated delivery systems.
- Design and construction of new electrical and electronic equipment.
- Assist mechanical and tooling personnel with their duties.
- Assist in documentation of all equipment.
- Understand the sequence of all automation in order to reduce downtime
- Must be able to read, understand and troubleshoot all machine programs
- Actively participate in the clean up of chemical spills as required.
- Communicate encountered problems, repairs, changes through log book or Lotus Notes
- Keep work area clean and perform all duties in a safe manner

# **Knowledge and Education**

• Licensed Industrial Electrician or Electronic Engineering Technologist Certificate. Basic knowledge of hydraulic, pneumatic and mechanical systems.

#### **Work Experience**

• 3-4 years experience in field or equivalent. Must be able to discern colors and shades. Must have 442A or 309A license with PLC experience.

# **Skills and Competencies**

 Programming experience and troubleshooting with PLC's, preferable Allen Bradley RSLogix 5000 and PLC-5 series, ABB and/or FANUC Robot Systems.

#### **Work Environment**

Manufacturing

### LINK:

http://www.magna.com/\_lumesse/external/EN/details.html?id=QAXFK026203F3VBQBV7797962&nPostingID=11239&nPostingTargetID=47701&mask=magnaexsb&lg=EN

### Property Maintenance General Labour - WHC Property Maintenance - Windsor, ON

WHC Property Maintenance is looking for someone to start immediately!

MUST have experience driving a truck with a plow.

# WHC Property Maintenance provides may services, including but not limited to:

- Window Washing
- Lawn Care
- Parking Lot Clean Up
- Janitorial Services
- Snow Removal
- Landscape Installations
- AND MORE!

### **Qualifications:**

- Snow removal experience
- Zero turn experience
- Bob Cat experience is an asset
- Ability to drive a truck and trailer
  - Please respond to this posting and we will contact you for an interview.
  - Job Type: Full-time

#### LINK:

http://ca.indeed.com/cmp/TJ-Enterprises/jobs/Property-Maintenance-General-Labour-b89208b295be6a1c?q=all

### **Human Resources Generalist - AGS Automotive Systems - Windsor, ON**

- Maintains the day to day functions of the Human Resources department including hourly recruitment, training, WSIB claims management, attendance monitoring and Employee Relations.
- Educates both current and prospective employees on company policies regarding job duties, working conditions, safety, wages, employee benefits and wellness programs.
- Ensure the timely completion of accident/injury reporting.
- Coordination of inspections, investigations, and occupational safety activities with departments.
- Participate in JHSC meetings/activities.
- Maintain accurate records and compile statistical data relating to personnel data, e.g. hires, transfers, turnover, absenteeism rates, and safety incidents.
- Attend/assist with Union/Employee/Management meetings as required.
- Research, plan and organize training programs/seminars for supervisors and employees,
- Advise and assist Plant Manager and Production Supervisors on interpretation and administration of personnel policies, programs and the collective agreement.
- Administer benefits and performance management programs.
- Provide support to employee relation issues (e.g. employee complaints and harassment allegations)
- Provide research as requested
- Complete other duties and projects as assigned
- Job Type: Full-time

# **Required education:**

Diploma/Certificate

# Required experience:

Human Resources Generalist: 5 years

#### Required license or certification:

CHRL/CHRP an asset

### LINK:

http://ca.indeed.com/cmp/AGS-AUTOMOTIVE-SYSTEMS/jobs/Human-Resource-Generalist-e9bea8d06c9fdb85?g=all

### **Tooling Apprentice – The Electromac Group – Windsor, Ontario**

- · Work with diemakers to learn the tool and die trade.
- · Fabricate and assemble new tooling within the quoted hours and due date.
- · Disassemble and assemble all types of dies and perform all types of revisions and upgrades on all tooling.
- · Changeover all types of die parts in tooling to run different parts.
- · Become proficient in the operation of all machine tools necessary to accomplish work needed to repair, build and complete major revisions to tooling.
- · Handle dies with hoists, die trucks and power-assisted trucks.
- Students will attend school on their own time, while working full time. Depending on curriculum students will take 1-2 classes per semester. They must attend and pass the required courses.
- · Comply with all safety procedures as required by the Health & Safety Act and/or Company practices or procedures including but not limited to the wearing of all PPE (Personal Protective Equipment) as specified by the Act or designated by the Company.
- Performs all other duties as assigned.

### **Qualifications/Skill Required**

- High school diploma or equivalent (please attach copy with application)
- Proven ability to learn and retain knowledge of the use of machines and instruments
- Good manual dexterity and detail oriented
- Self-motivated; must demonstrate a positive attitude
- Good organizational skills

- Must be team oriented and possess good communication skills
- Excellent safety, attendance and performance record
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing
- Ability to work all three shifts (Midnights, Days, Afternoons)

# **Physical Requirements**

- Ability to lift up to 50 lbs
- Ability to stand, bend for long periods of time
- Ability to work from heights
- Ability to perform repetitive duties especially hand, finger, wrist and arm
- Perform heavy manual labor.

#### LINK:

https://electromacgroup.bamboohr.com/jobs/view.php?id=108&source=indeed&src=indeed&postedDate=2016-09-14

# Plant Controller - Narmco Group - Windsor, ON

### PLANT CONTROLLER

Reporting to the Corporate Controller this position requires a "hands on" approach to daily management of
the accounting function. Duties include preparation of financial statements, maintenance of job cost
system and related analysis, staff supervision and special projects as required. Computer proficiency and
supervisory experience required. Experience in an automotive manufacturing setting is a definite
advantage. A recognized designation (C.A., C.G.A, C.M.A) is required.

### Required education:

Diploma/Certificate

#### LINK:

http://ca.indeed.com/cmp/Prince-Metal-Products-Ltd/jobs/Plant-Controller-836ebd06596bab92?q=all

## Experienced Industrial Maintenance - Klinec Manufacturing Limited - Windsor, On

- Klinec Manufacturing is looking to hire an Experienced Industrial Maintenance Individual with at least 3 to 5
  years on the job experience, knowledge in Plumbing and Electrical would be a great asset. Wages are negotiable
  depending on experience.
- Job Type: Full-time

# **Required education:**

High school or equivalent

### Required experience:

INDUSTRIAL MAINTENANCE: 3 years

# LINK:

 $\frac{\text{http://ca.indeed.com/cmp/Klinec-Manufacturing-Limited/jobs/Experienced-Industrial-Maintenance-}}{2686bd70e4384978?q=all}$ 

# **Quality Control Technician - EWS Leamington - Leamington, ON**

# We are Growing!!

Essex Weld Solutions is a leading weld fabrication company with 6 Metal Fabrication Facilities servicing customers across North America. In 2015 we expanded operations opening a new facility in Leamington, and we continue to grow!

EWS Learnington is currently looking for a **Quality Control Technician** who can safely and efficiently approve all material meets specifications by visually inspection and measurements using the appropriate tools.

# Skills you will bring:

- Must be confident with measuring tools i.e. micrometer, verniers, height gauges
- Ensure our fixtures, measuring tools and gauges meet customer and ISO standards
- Perform preliminary checks on gauges
- Complete all necessary QA/QC documentation as required

- Liaise with various company personnel on quality related matters
- Provide training and support to production staff on proper procedures and inspection techniques
- Reliable transportation
- Support achievement of company standards in safety, quality and efficiency
- Comply with all safety policies, company practices and procedures and always work in a safe manner
- Practice safe and proper use of machinery and tools
- Maintain plant Quality System/documentation including quality inspections and 5S audits
- Treat coworkers with dignity and respect at all times
- 1-2 years previous experience an asset

### What we offer:

- On the job training, including Health and Safety training
- Full-time permanent employment with the ability to work overtime
- Wages and merit increases that are dependent on your skill level
- Ability to cross-train and grow within the company
- Competitive benefits
- 2 weeks' vacation
- EWS Learnington is a family oriented company with strong ties to the community, fully supporting community involvement.
- By joining the EWS Learnington team you will have the stability of working for a growing company and the opportunity to work within an autonomous role.
- Apply today and become a part of EWS Leamington team and family!
- EWS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all
  qualified applicants without regard to race, color, religion, sex, national origin, age, disability, or any other
  legally protected factors. To that end, upon request, EWS will ensure, to the extent possible, that
  accommodation be made available to applicants throughout the recruitment and hiring process.
- Job Type: Full-time

# **Job Location:**

Leamington, ON

### LINK:

http://ca.indeed.com/cmp/Essex-Weld-Solutions/jobs/Quality-Control-Technician-b0138f28d25131f7?q=all

### **CNC** precision Boring Mill machinist - Southwestern Manufacturing Inc.

3710 Peter street Windsor Ontario - Windsor, ON

 To be able to set-up qualify and program a boring mill for the machining of high precision weldments and castings.

Must be able to read and understand Blueprints and work with the team to establish a highly effective manufacturing plan.

Wages and benefits to be negotiated. Day and Night shift available with OT.

• Job Type: Full-time

### Job Location:

Windsor, ON

# Required education:

Diploma/Certificate

# Required license or certification:

apprenticeship preferred

#### LINK:

 $\frac{http://ca.indeed.com/cmp/Southwestern-manufacturing-inc/jobs/CNC-Precision-Boring-Mill-Machinist-6ab68a3f49a7dcb9?q=all}{}$ 

### **Director of Finance and Business Services – Municipality of Learnington**

- Open Date Sep 15 2016
- Close Date Oct 09 2016
- Posting Type Permanent
- Posting Status Active
- Position Length Full Time
- Department Group Finance and Business Services
- Hours per Week 35
- Department Finance and Business Services
- Openings 1
- Education Bachelor's Degree
- Experience 10 10 years

#### LINK:

https://careers.leamington.ca/Job/Details/49554c4b-8ce1-40bd-aecf-a68200986179

Temporary Part Time Communications Officer, Research (not to exceed 24 hours per week) in the department of Public Affairs & Communications (PAC) – University of Windsor

Job Posting Number: 2016-NU-29

**Employee Group:** 

• Non Union Administration

Closing Date: Wednesday, September 21st, 2016

### PRIMARY JOB RESPONSIBILITIES:

• Reporting to the Manager, News Services, the Communications Officer, Research, translates University research into a format suitable for a mass audience. Getting the word out widely about the type of work taking place on campus supports the University of Windsor's strategic priority of community engagement; facilitates greater opportunities for the University to pursue strengths in research and graduate education outside of the institution; is a tool for recruiting the best faculty and staff; and promotes international engagement. This position actively searches for research stories that are unique in order to and provide opportunities to positively impact funding decisions and public support of research at the University of Windsor.

# **ESSENTIAL QUALIFICATIONS:**

- The successful candidate will possess a College Diploma in Journalism/Public Relations, or a related field and have at least five (5) years of experience in communications, journalism or a related field, as well as strong working knowledge of news and feature writing. Writing and editing skills demonstrated through published work and a professional portfolio and a demonstrated ability to work effectively in social media is essential. The successful candidate must be imaginative, creative and collaborative, and must demonstrate excellent interpersonal, organizational and communication skills. Working knowledge of the research process, with specific understanding of how funding agencies operate and proven experience with university research processes and procedures is essential. The successful candidate must demonstrate both an ability to work cooperatively with researchers in order to translate research material into language suitable for mass audience and an ability to manage several simultaneous projects in a fast-paced, deadline-orientated environment.
- The candidates will be asked to complete a news release writing test during the interview process. Published writing samples must accompany submitted resumes.

#### **PREFERRED QUALIFICATIONS:**

A Bachelor's Degree in Communications or a related field is preferred.

Please forward your confidential cover letter and resume, quoting the Ad reference number (2016-NU-29), no later than **Wednesday**, **September 21st**, **2016**. Applicants are asked to forward their documents to:

employment@uwindsor.ca

#### ΩR

Department of Human Resources, University of Windsor 401 Sunset Avenue Windsor, ON N9B 3P4

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

- The University of Windsor is a welcoming community that is committed to equity and supports diversity in its teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Sexual Minorities) are encouraged to apply and to self-identify.
- If you need an accommodation for any part of the application and hiring process, please notify
  the <u>Employment Coordinator</u>. Should you require further information on accommodation, please visit the
  website of the Office of Human Rights, Equity & Accessibility (OHREA).
- All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

#### LINK:

http://www1.uwindsor.ca/employment/2016-NU-29

# Scenic Designer/Artist Tentative Classification "V" in the School of Dramatic Art – University of Windsor

Job Posting Number: 2016-13-24

Employee Group:CUPE 1393

Closing Date: Friday, September 16th, 2016 - 4:00pm

• The Scenic Designer/Artist will design and paint the scenery, properties, and furniture for the University Players productions. The incumbent translates concepts and ideas from play directors into set designs that help set the tone for each production. He/she plays a role in the process from initial conceptualization to the final product. In this role, the incumbent mentors students in both lab and production settings so they can develop their skills in the craft.

### **ESSENTIAL QUALIFICATIONS:**

# The successful candidate will possess:

- Master of Fine Arts in Scenic Design
- Three (3) years' experience designing and painting at the University or professional level
- Proficiency in both traditional drafting and computer aided design programs
- Two (2) years' experience working with AutoCAD
- Proficiency with software including but not limited to: Current version of Mac OS, Windows 7, Google Sketchup, Adobe Photoshop, Adobe Illustrator, and Vectorworks
- Advanced scene painting skills
- Excellent time management skills
- · Ability to work both independently with minimal supervision and in a team environment
- Experience in multi-media design/projections
- Portfolio to demonstrate the aforementioned qualifications
- Ability to work a flexible schedule including evenings and weekends as required
- Ability to work at different sites as required

# Rate of pay:

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

Please forward your confidential cover letter and resume, quoting the Ad reference number (2016-13-24), no later than **Friday, September 16th, 2016 - 4:00pm**. Applicants are asked to forward their documents to: <a href="mailto:employment@uwindsor.ca">employment@uwindsor.ca</a>

# OR

Department of Human Resources, University of Windsor

401 Sunset Avenue Windsor, ON N9B 3P4

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

• The University of Windsor is a welcoming community that is committed to equity and supports diversity in its teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members

from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Sexual Minorities) are encouraged to apply and to self-identify.

- If you need an accommodation for any part of the application and hiring process, please notify
  the <u>Employment Coordinator</u>. Should you require further information on accommodation, please visit the
  website of the<u>Office of Human Rights, Equity & Accessibility</u> (OHREA).
- All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

### LINK:

http://www1.uwindsor.ca/employment/2016-13-24/scenic-designerartist-tentative-classification-v-in-the-school-of-dramatic-art

# Sandwich Makers & Bakers & Floral designers & Fresh Cut Fruit and salad & Seafood Clerk - Sobeys Amherstburg

- Date Listed 14-Sep-16
- Address 83 Sandwich St S, Amherstburg, ON N9V 1Z6, Canada
- Company Sobeys Amherstburg
- Job Type Please Contact

# Amherstburg Sobeys is looking for the following positions come join our team!

- -Sandwich Makers
- -Bakers
- -Floral designers
- -Fresh Cut Fruit and salad
- -Seafood Clerk

#### LINK:

http://www.kijiji.ca/v-customer-service-jobs/windsor-area-on/job-opportunities/1199467559?enableSearchNavigationFlag=true

### **Apprentice - Nefertiti Beauty Salon**

- Date Listed 14-Sep-16
- Address 1277 Ottawa St, Windsor, ON N8X 2E5, Canada
- Job Type Please Contact
- We are looking for an apprentice who has finished the in school program. Someone who wants to learn and grow in this industry, while completing their apprenticeship hours.
- Please drop off a resume in person to the salon Nefertiti Beauty Salon.
- 1277 Ottawa Street, Windsor

#### LINK:

http://www.kijiji.ca/v-hair-stylist-salon-jobs/windsor-area-on/looking-for-apprentice/1199419338?enableSearchNavigationFlag=true

### Experienced Dispatchers - Afternoon Shift - MTS - Martin Transportation Systems

- Job Type Full-Time
- Veteran Friendly Learn More
- COME JOIN THE MTS TEAM!!
- MTS is currently hiring EXPERIENCED dispatchers for afternoon shift. We are expanding our fleet and looking to fill positions immediately!! MTS offers great pay and free benefits for employees.
- Send resumes to Kelly in Recruiting.
- FAX 519-251-3968
- \*\*Only those considered will be contacted \*\*

# LINK:

http://www.kijiji.ca/v-driver-security-jobs/windsor-area-on/full-time-experienced-dispatchers-afternoon-shift/1197250501?enableSearchNavigationFlag=true

### Shinglers & Labours - Cleroux & Sons Roofing

- Date Listed 13-Sep-16
- Address 8320 ON-3, Maidstone, ON NOR 1KO, Canada
- Job Type Full-Time
- We are hiring
- Experienced only please
- Mostly 8/12 and under jobs
- Shinglers \$20
- Labours \$12 or more depending on experience
- Full time 40+ hours possible second crew leader spot available. Possible truck for licenced responsible driver. Ton of winter work. Lots of new construction to give ur back a tear off break
- Will train qualified labour to shingle

#### LINK:

http://www.kijiji.ca/v-construction-trades-jobs/windsor-area-on/hiring/1199234081?enableSearchNavigationFlag=true

# **Legal Assistant - Corrent & Macri LLP**

- Date Listed 13-Sep-16
- Address N8X 1L5, Canada
- Company Corrent & Macri LLP
- Job Type Full-Time
- URGENT Real Estate Assistant needed with Conveyancer, Teraview and Word experience. Must be organized, efficient and adapt easily to a busy work environment. Experience with Wills, Estates and Litigation required.
- Please fax resume to: 519-255-9123 or e-mail: gklyn@correntmacri.com

### LINK:

http://www.kijiji.ca/v-other-jobs/windsor-area-on/legal-assistant-required/1182543298?enableSearchNavigationFlag=true

### **Contact Centre Associate - Young America Chatham, Ontario**

Young America has provided contact center services for over 40 years and has been in the local Chatham-Kent area for 14 years. Our experienced management team utilizes proven methodologies to leverage industry best practices in technology, staffing and operational support to provide support services to over 250 brands. To date, our contact center has handled over 120M live operator contacts, email support to over 300K customers and live web chats with over 10K customers. YA is committed to fostering partnerships with flexibility and transparency by developing and delivering the best solutions for our clients.

Are you ready to join our dynamic and successful YA, Chatham-Kent team?

# **Position Purpose:**

Responds to consumer/client inquiries by researching and taking appropriate action to reach resolution in a manner that assures consumer and client satisfaction. This is done to assist in the development of strategic client partnerships, mutually profitable management, and client and customer satisfaction.

# **Primary Duties and Responsibilities:**

- Answers consumer inquiries by following written text. Record information in system database and resolve issues in accordance with client guidelines.
- Must be able to successfully complete the training and the skills verification in handling calls for less than two
  work types or emails for any mixture of work types
- Work on special projects as assigned.
- Continuously seeks to improve work processes and individual performance. Look for ways to be involved in department and company programs and committees. Openly communicate work issues through the proper channels.
- Strives for and adheres to all quality issues within the department. Identifies and reports quality issues.
- Uses a mouse and keyboard periodically throughout the calls.

- Average handling time is 300 seconds per call. A Rep will spend an average of 75% of their shift on the phone, the remaining 25% is spent reviewing help files, reading, conversing with co-workers, etc.
- 25% of the call is used to gather information from the customer, the remaining time is spent entering in personal information into the computer to locate their file and adding any updates to the file.

#### **Qualifications:**

- High school diploma. Customer service experience helpful but not required
- Ability to key 40 wpm
- May be required to successfully pass a background check
- Able to operate various office equipment such as but not limited to telephone, PC, copiers, fax, printers, calculator
- Good verbal and written communication skills
- Physical and mental job requirements
- Able to sit at a workstation using the telephone and keying for up to 7 hours per day
- Work under time pressures
- · Have good finger dexterity, do close work, have good vision, hearing and speaking ability
- Must be able to read, write do basic math, draw conclusions from written or computer generated materials, analyze data or report information,
- Ability to work in a fast-paced, team oriented work environment.
- Must be punctual and have good attendance in accordance with company policies
- Must be a team player with the ability to work harmoniously with co-workers
- Must be able to follow supervisors or leads directions and read and follow both verbal and written instructions
- Have good finger dexterity, do close work, have good vision, hearing and speaking ability

Please send resumes to: <a href="https://hr.ck.org/nc/hr.ck.org/">HR.CK@young-america.com</a>

#### LINK:

http://www.yaengage.com/careers/contact-centre-associate-chatham-ontario-canada/

## **Advance Quality Engineer - Ground Effects Employment**

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

# **Job Description:**

- Participation in APQP activities and liaison with Engineering on the completion of APQP activities.
- Creation and maintenance of Control Plans and FMEAs.
- Coordination and participation in trial run processes, Run@Rate and documentation.
- Coordination and documentation of Process Sign-Off
- Preparation of PPAP documents, PPAP Samples and timely submission to customers.
- Supporting new product launches / PPAP and PTR activities.
- Developing Work Instructions, creation of boundary samples and providing training to QCs on the new product.
- Involvement in early and post launch product containment activities.
- Review and approve Supplier PPAPs.
- Supporting Production and Supplier Quality when needed.
- Conducting internal audits.
- Other duties as assigned by CQM.

#### **Job Requirements**

- University Graduate or College Diploma in engineering.
- 3 to 5 years' experience, as a Quality Engineer, with Tier-1 manufacturing/Automotive
- Must have extensive knowledge and experience with APQP process including creation of PFMA, Control Plan, Process Flow charts and work instructions.
- Must have thorough experience of PPAP/SQAM/SPAN and submissions to OEMs.
- Must be well versed and able to navigate customer websites like Covisint, eSupplierConnect, ToyotaSupplier.com.
- Experience dealing directly with customers and suppliers.

- Knowledge with Customer Specific Requirements and Engineering Specs.
- Ability to manage multiple tasks independently and meet project deadlines.
- Knowledge of various quality system methodologies 8D, Lean, 5 Why's, Pareto Analysis, Six Sigma, 8-D.
- Must have experience with customer warranty reviews, PRRs and NCTs.
- Must have extensive knowledge of TS-16949 requirements and experience with internal auditing.
- Strong technical ability, well versed with MSA (capability studies) and GD&T understanding.
- Team oriented with strong communication skills
- Must have and maintained valid Ontario driving licence.
- Must have and maintained legal access/entry to the United States.
- Ability to travel on short notice.
- Please reply by email to <a href="hr@gfxltd.com">hr@gfxltd.com</a> 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=50

### Full Time Short Order Cook - Colasanti's

- Full time hours available: 30-40 hours per week.
- Rate Of Pay: to be negotiated, based on experience. \$11.25-\$15.00/hour
- Terms of employment: Permanent, Full Time, Weekend, Day, Night, Evening
- Anticipated start date: as soon as possible.
- **Experience:** experience is an asset, but not required. Training on site.
- Work Setting: restaurant, formal dining.
- Types of Meals/Food Prepared: short orders, breakfast, lunch, dinner, banquets, buffet, full course meals.
- Specific Skills: Prepare and cook full course meals, Ensure quality of food and determine size of food
  proportions, Work with minimal supervision, Work with specialized cooking equipment (deep fryer, etc.), Clean
  kitchen and work areas
- For more information or to apply please speak to Joanne at kitchen@colasanti.com

#### LINK:

http://www.colasanti.com/contact/join-our-team/

# Maintenance - Carpenter - Colasanti's

# **Specific Skills:**

Measure, cut, shape, assemble and join materials made of wood, wood substitutes, lightweight steel and other
materials, Build foundations, install floor beams, lay subflooring and erect walls and roof systems, Fit and install
windows, doors, stairs, mouldings and hardware, Maintain, repair and renovate residences and wooden
structures in mills, mines, hospitals, industrial plants and other establishments

### **Work Conditions and Physical Capabilities:**

- Combination of sitting, standing, walking, Physically demanding, Large workload, Handling heavy loads, Tight deadlines, Bending, crouching, kneeling
- Major Work Area: Renovation, Maintenance and repair

# Work Setting: Commercial

• Work Site Environment: At heights, Confined spaces, Dusty

**Security and Safety:** Criminal record check

Job Start Date: As soon as possible Hours: Minimum of 30 hours/week

Overtime: 1.5 times the wages after 44 hours per week

Terms of Employment: Permanent, Full time

- Early morning, Morning, Day, Evening,
- Weekends
- Holidays

Please note: We are open 363 days a year, only closing on New Years Day and Christmas Day.

# **Transportation and Travel Information:**

Own transportation

# **Own Tools/Equipment:**

Steel-toed safety boots, Safety glasses/goggles

**Personal Suitability:** 

Accurate, Judgement, Team player, Values and ethics, Reliability

Salary: \$22.00 /hour

**Required education:** High school or equivalent **Required experience:** Carpentry: 3 years

Required language: English

••• Questions? ••• Interested in applying? tropical@colasanti.com

LINK:

http://www.colasanti.com/contact/join-our-team/

# **General Greenhouse Labour - Colasanti's**

Full time, weekends and holidays

Description -Pull Sort, pack, orders, filling potting of soil, planting and transplanting for flowers

**Work condition** Fast-paced environment, Repetitive tasks, Physically demanding, Attention to detail, Standing for extended periods, greenhouse environment does get very hot

Experience 1-6 months

Weight Handling - up to 30lbs

Wage - start at min

For more information or to apply please speak to Nelson at <a href="mailto:finance@colasanti.com">finance@colasanti.com</a>

LINK:

http://www.colasanti.com/contact/join-our-team/

# Controls Technicians & Robot Simulation Technicians - CenterLine

To apply to the posting(s) shown above, send your resume to careers@cntrline.com.

LINK:

http://www.cntrline.com/en/uber-centerline/careers

### **Mechanical Design Draftsperson - Quigg International**

Windsor, ON

Salary:

\$21.00 to \$27.00 hourly for 40 hours per week

Job Number:

488492

# **Anticipated Start Date:**

As soon as possible

Source:

🕮 Job Bank

# **Terms of Employment:**

Permanent Full-Time

**Number of positions:** 

3

**EMPLOYER DETAILS** 

**Employer:** 

Quigg International

**JOB REQUIREMENTS** 

Languages

**English** 

### **Education**

College/CEGEP

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

**Drafting Trade Certification** 

# **Experience**

Experience an asset

# **Area of Specialization**

Mechanical

# Type of Drafting

**Detailing drafting** 

# **Work Conditions and Physical Capabilities**

Work under pressure; Attention to detail; Tight deadlines

# **Computer and Technology Knowledge**

MS Windows; SolidWorks software

# **Personal Suitability**

Team player; Organized

### **HOW TO APPLY**

By e-mail:

info@quiggintl.com

### By mail:

1740 Moro Drive, Windsor, Ontario, N9A6J3

# **Date Posted:**

2016-09-14

### **Advertised until:**

2016-10-14

# **Bookkeeper - European Market**

Windsor, ON

### Salary:

\$11.50 to \$15.00 hourly for 10 to 25 hours per week

# Job Number:

489511

# **Anticipated Start Date:**

As soon as possible

#### Source:

**B** Job Bank

# **Terms of Employment:**

Permanent Part-Time

# **Number of positions:**

1

### **EMPLOYER DETAILS**

# **Employer:**

**European Market** 

# **JOB REQUIREMENTS**

# Languages

English

# **Education**

Secondary (high) school graduation certificate or equivalent experience

# **Experience**

Experience an asset

# **Business Equipment and Computer Applications**

MS Excel; MS Windows; MS Word; Accounting software; Inventory control software; Quick Books; MS Outlook

# **Work Conditions and Physical Capabilities**

Repetitive tasks; Attention to detail; Tight deadlines

### **HOW TO APPLY**

By e-mail:

europeanmarket@bellnet.ca

### **Date Posted:**

2016-09-15

#### Advertised until:

2016-10-15

# **Procurement Manager - Nature Fresh Farms Sales**

Leamington, ON

# Salary:

\$82,000.00 to \$150,000.00 annually for 35 to 50 hours per week

### Job Number:

486442

# **Anticipated Start Date:**

As soon as possible

#### Source:

**B** Job Bank

# **Terms of Employment:**

Permanent Full-Time

# **Number of positions:**

1

### **Employment Conditions**

Day, Evening, Weekend

# **EMPLOYER DETAILS**

**Employer:** 

Nature Fresh Farms Sales

# **JOB REQUIREMENTS**

Languages

**English** 

# **Education**

College/CEGEP

# **Experience**

5 years or more

# **HOW TO APPLY**

By e-mail:

# employment@naturefresh.ca

### By fax:

(519)-326-2070

# By mail:

4 Seneca Drive, Leamington, Ontario, N8H5H7

# In person: from 8:00 to 4:30:

4 Seneca Drive, Leamington, Ontario, N8H5H7

### **Date Posted:**

2016-09-15

### Advertised until:

2016-10-15

### **Driver/Labourer - Great Northern Insulation**

Job Status/Type: Full Time

• Job Category: Logistics/Transportation

Location: Comber, ON
Salary: 16.00 - 20.00 \$ /hour
Date Posted: 15/09/2016

#### **Position Information**

Great Northern Insulation is the largest insulating contractor in Canada with more than 35 years of success and
we are currently looking for Drivers/ Labourers to join our Comber, ON location! This unique position requires a
clean G or D license (both standard and automatic experience preferred) and a background in construction/
trades.

#### The ideal candidate will have

- construction or landscape experience preferred
- ability to work OT and weekends when needed
- willingness to learn
- looking for a long term opportunity
- clean D license with the ability to drive 5 tonne trucks (standard and automatic) an asset
- prior insulation experience will be given preference

Starting wages are between \$15 to \$20/ hour, depending on experience. There are opportunities for advancement with full benefits after successful completion of probation.

#### LINK:

http://jobview.monster.ca/Driver-Labourer-Job-Comber-ON-CA-155504272.aspx?WT.mc\_n=sk\_feed\_jobBank

### **Grounds Maintenance Worker - Windsor Turf Maintenance Inc.**

Belle River, ON

# Salary:

\$13.50 to \$15.00 hourly for 35 to 48 hours per week

### Job Number:

485709

### **Anticipated Start Date:**

As soon as possible

#### Source:

**B** Job Bank

# **Terms of Employment:**

Permanent Full-Time

#### Number of positions:

3

#### **Employment Conditions**

Day, Evening, Weekend, Early Morning

#### **EMPLOYER DETAILS**

#### **Employer:**

Windsor Turf Maintenance Inc.

# **JOB REQUIREMENTS**

### Languages

**English** 

# **Education**

Secondary (high) school graduation certificate

### **Equipment and Machinery Experience**

Weed trimmer/edger; Small engine equipment; Roto-tiller; Pick-up truck; Backhoe; Tractor mower

#### **Experience**

No experience

### **Work Setting**

Private residence; Park and recreation sites; Landscape contractor; Landscape maintenance; Sports field

# **Specific Skills**

Weed, prune and trim trees and plants; Repair and maintain equipment; Remove litter and garbage; Plant bulbs, flowers, shrubs and trees; Lay sod or seed; Cut grass; Cart and spread topsoil and other materials; Assist with landscape constructions; Write daily basic progress reports; Rake and collect refuse; Operate and maintain landscape maintenance equipment

# **Security and Safety**

Criminal record check

### **Own Tools/Equipment**

Steel-toed safety boots; Safety glasses/goggles

#### **Work Site Environment**

Outdoors; Wet/damp; Noisy; Odours; Dusty; Hot

### **Transportation/Travel Information**

Own transportation; Public transportation is not available

### **Work Conditions and Physical Capabilities**

Fast-paced environment; Repetitive tasks; Handling heavy loads; Physically demanding; Manual dexterity; Hand-eye coordination; Combination of sitting, standing, walking; Walking; Bending, crouching, kneeling

### **Work Location Information**

Various locations

### **Personal Suitability**

Flexibility; Team player; Dependability; Reliability

#### **HOW TO APPLY**

By e-mail:

### hr wtmi@yahoo.ca

Date Posted:

2016-09-14

### **Advertised until:**

2016-10-14

# **Bricklayer Helper - Excel Masonary Construction**

Belle River, ON

Salary:

\$11.25 to \$15.00 hourly for 32 to 44 hours per week

#### Job Number:

482556

### **Anticipated Start Date:**

As soon as possible

Source:

**B** Job Bank

### **Terms of Employment:**

Seasonal Full-Time

Number of positions:

1

# **Employment Conditions**

Day

### **EMPLOYER DETAILS**

**Employer:** 

**EXCEL MASONARY CONSTRUCTION** 

**JOB REQUIREMENTS** 

# Languages

**English** 

#### **Education**

No degree, certificate or diploma

# **Experience**

7 months to less than 1 year

# **HOW TO APPLY**

By phone: from 7:00 to 18:00:

(519)-727-3254 **Date Posted:** 

2016-09-15

Advertised until:

2016-10-15

# **Bricklayer - Excel Masonary Construction**

Belle River, ON

# Salary:

\$15.00 to \$18.00 hourly for 40 to 44 hours per week

### Job Number:

482524

### **Anticipated Start Date:**

As soon as possible

# Source:

**B** Job Bank

# **Terms of Employment:**

Seasonal Full-Time

# **Number of positions:**

1

# **EMPLOYER DETAILS**

# **Employer:**

**EXCEL MASONARY CONSTRUCTION** 

### **JOB REQUIREMENTS**

### Languages

English

# **Education**

Secondary (high) school graduation certificate or equivalent experience

# **Experience**

1 year to less than 2 years

### **HOW TO APPLY**

By phone: from 7:00 to 18:00:

(519)-727-3254

# **Date Posted:**

2016-09-15

# **Advertised until:**

2016-10-15

# **Production Press Operator - Precision Stamping Group**

- Date Listed 15-Sep-16
- Address 3005 Deziel Dr, Windsor, ON N8W 5A5, Canada
- Company Metal Stamping Plant
- Job Type Full-Time

### PRECISION STAMPING GROUP IS LOOKING FOR PRODUCTION PRESS OPERATORS:

# Preferred experience, but not required:

- Die set up
- Lifting truck driving

# **Metal Stamping Plant:**

- Some heavy lifting will be required, up to 40 LBS
- Noisy work environment
- Will need steel toe shoes or boots

#### Rate:

- Day Shifts \$13.50 / hour
- Afternoon Shifts \$ 14.00 / hour

If you have relevant experience, please be sure to include it in your resume.

NO PHONE CALLS please.

EMAIL RESUMES TO: accounting@p-s-g.ca

# LINK:

http://www.kijiji.ca/v-general-labour-jobs/windsor-area-on/production-press-operator-needed-at-metal-stamping-plant/1181708846?enableSearchNavigationFlag=true