

**Jobs Summary:** **Maintenance Millwright** – Exkor Mfg. / **Quality Engineer** – Exkor Mfg. / **Manufacturing Technician** – Exkor Mfg. / **Customs Documentation Clerk** - A V Gauge & Fixture Inc. (Oldcastle) / **HVAC Installer** - Fresh Air Exchange / **General Labourer Installer** - Monarch Basics / **CNC Operator** - Build-A-Mold / **Warehouse Supervisor** - Prosol Distribution / **Fitter** - Anchor Danly Inc. / **Asset Manager** - Empire Roofing Corporation / **Early Childhood Educator (Before and After School)** - YMCA of Western Ontario (Windsor) / **Kitchen Manager Cook** - Brews & Cues Billiards / **Weld Inspector** - Valiant TMS / **Parts Counter Person** - Windsor Chrysler / **Mechanical Engineer, P.ENG.** - Can Art Aluminum Extrusion Inc / **Travel Counsellor (French-Designated)** - Ontario Tourism Marketing Partnership Corporation (Tilbury & Windsor) / **Sous Chef (Banquets)** – Caesars Windsor / **Legal Assistant Paralegal** - Philcox & Hurley / **Robot Simulation Designer** - Valiant Machine & Tool Inc. / **Resident Engagement Coordinator** - Seasons Retirement Communities Amherstburg / **Manufacturing Quality Specialist** - Valiant Machine & Tool Inc. / **Unigraphics Mold Designer (Intermediate / Senior)** - Aalbers Tool & Mold / **Line Cook** - Johnny Rockets / **PeopleSoft HCM Functional Consultant** – SPLICE / **AZ Truck Driver** - Kubar Enterprises Inc / **Building Inspector Municipal Law Enforcement Officer** – Town of Amherstburg / **Services and IT Operations Manager** - Next Dimension Inc. / **Payroll Clerk** - Windsor Essex Community Health Centre / **Director, Intake and Hospitals** - Erie St. Clair CCAC / **Food Service Aide (General Application)** - Village of Aspen Lake Windsor / **Sales Manager** - Build-A-Mold / **Certified Rehab Assistant** – Windsor Regional Hospital / **Design Detailer** - Ground Effects / **Manager Trainee, Restaurant** - East Side Mario's / **Maintenance Millwright** - Cascades Containerboard Packaging / **Corrugating Machine Operator Paper Converting** - Cascades Containerboard Packaging / **Corrugator Operator Helper** - Cascades Containerboard Packaging / **Line Cook** - Johnny Rockets / **Dishwasher** - Johnny Rockets / **Assembly Line General Labourer** - Ventra Assembly / **Cost Accountant** - De Angelis Construction Inc. / **Cook's Helper** - Seasons Retirement Communities (LaSalle) / **Truck Driver** - Dowler-Karn (Oldcastle) / **General Farm Worker** - Highline Mushrooms (Kingsville) / **Journeyman Woman Construction Electrician** - Ideal Power & Control Inc (Leamington) / **Truck Driver** - Superior Engineered Wood Products (Amherstburg)

**Maintenance Millwright – Exkor Mfg.**

- Req ID - 3335BR
- Position Title - Maintenance Millwright
- No. of Positions - 1
- Geographic Location - Windsor, ON, Canada
- Facility - Exkor Mfg.
- Department - Maintenance
- Job Description - Millwright - II

**QUALIFICATIONS:**

- Licensed as an IMM (Millwright)
- 3-5 years of repair experience with CNC machines
- Previous experience with PLC's
- Strong machining skills i.e. lathes, mills, surface grinders, etc.
- Advanced knowledge of hydraulics and pneumatics
- Basic welding and fabrication skills
- Robotics experience an asset
- Able to evaluate, prepare and execute preventative/predictive maintenance schedules
- Able to read & understand all codes & regulations (Federal, Provincial and Municipal)
- Must have own tools
- Ability to work rotating shifts
- Applicants must possess good communication skills, both verbally and written

**RESPONSIBILITIES:**

- Repair, install and troubleshoot CNC and other various machines
- Perform regular preventative and predictive maintenance activities on the equipment and building
- Train apprentices
- Fabrication and installation of safety guards and circuits
- Inventory control
- Perform other tasks as requested by the Maintenance Supervisor and work in compliance with the companies' policies and the Occupational Health and Safety Act
- Ability to be on call and work overtime as needed

**#LI-POST**

- Linamar is committed to promoting accessible recruitment as outlined in the Accessibility for Ontarians with Disabilities Act. Linamar will attempt to accommodate persons with a disability in an appropriate and effective manner throughout all stages of the recruitment process. Accommodations will be provided upon request.
- Current Shift - Rotating
- Employment Type - Full Time Hourly
- If Contract-Note Duration in months - 12
- Percentage of Travel Required - 0%
- Removal Date - 25-Dec-2016

**LINK:**

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1494295&&partnerid=25652&siteid=5406>

**Quality Engineer – Exkor Mfg.**

- Req ID - 4885BR
- Position Title - Quality Engineer
- No. of Positions - 3
- Geographic Location - Windsor, ON, Canada
- Facility- Exkor Mfg.
- Department - Quality Assurance
- Job Description - Quality Engineer

**QUALIFICATIONS:**

- Graduate of a mechanical, industrial, or quality engineering program from an accredited college or university
- 3-5 years' experience in a machining environment
- Experience in the quality assurance field with auditing, inspection, testing and specifically new product launches
- Knowledge and experience in gauging methods, calibration, and gauge R&R's
- Experience in drawing interpretations and GDT
- Proficient in MS Office and CAD Applications
- Experience with risk analysis and failure mode effects analysis (FMEA) for automotive products
- Demonstrated troubleshooting and technical problem solving skills
- Experience in writing and executing engineering test protocols
- Has an understanding of experimental design and statistics
- Familiar with TS16949 and ISO14001 standards
- Positive attitude
- Strong organizational skills
- Excellent communication skills in both written and oral form

**RESPONSIBILITIES:**

- Possesses the ability to determine essential components of requirements in order to include them in applicable quality engineering policies and procedures
- Demonstrates the ability to read and understand regulatory quality requirements documents and can apply this to manufacturing and quality systems
- Ability to read, understand, and provide input and guidance on all levels of quality documentation
- Demonstrated ability to work cross functionally with other departments

- Identify gauging methods, quote, purchase, and implement related systems
- Work closely with engineering to continually layout, implement, and continually improve processes
- Be actively involved in quality planning (PPAP, APQP FMEA, Control Plans, Gauging)
- Initiate and participate in 8D Problem Solving meetings with internal, customer, and supplier
- Provide training where required
- Maintain good Customer and Supplier relationships – occasional travel may be required
- Work in compliance with the company Safety policy and the Occupational Health & Safety Act
- Follow company safety rules and regulations
- Report to your Supervisor or Manager any contravention of the Occupational Health and Safety Act and regulations or Company Policy
- Maintain a clean and safe work area and notify your Supervisor or Manager of any known hazards
  - Linamar is committed to promoting accessible recruitment as outlined in the Accessibility for Ontarians with Disabilities Act. Linamar will attempt to accommodate persons with a disability in an appropriate and effective manner throughout all stages of the recruitment process. Accommodations will be provided upon request.
  - Current Shift - Days
  - Employment Type - Full Time Salary
  - Percentage of Travel Required - 1-10%
  - Removal Date - 25-Dec-2016

**LINK:**

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=2475853&&partnerid=25652&siteid=5406>

**Manufacturing Technician – Exkor Mfg.**

- Req ID - 5228BR
- Position Title - Manufacturing Technician
- No. of Positions - 10
- Geographic Location - Windsor, ON, Canada
- Facility - Exkor Mfg.
- Department - Maintenance
- Job Description - Manufacturing Technician

**QUALIFICATIONS:**

- Completion of secondary school or equivalent education is a minimum requirement.
- Completion of an apprenticeship and a certificate of qualification as a general machinist.
- Two to five years of previous machine shop experience, preferably in a high volume manufacturing environment.
- Knowledge of / experience with FANUC controls is a preferred.
- Knowledge of / experience with Makino, or Specht machines is preferred.
- Knowledge of SPC methods, process and machine capability requirements, and lot control techniques.
- Knowledge of metallurgy, induction heat treat processes and non-conventional processes and equipment.
- Experience with Indramat and ABB controls is an asset.
- Able to modify CNC programs for Machining Centres, Lathes and Special Purpose Machinery.
- Machine shop theory and procedures, shop mathematics, machinability of materials.
- Knowledge of TS 16949 and related procedures.
- Computer fundamentals required.
- Basic mathematical skills.
- Must possess good communication skills, both verbally and written.
- Maintain confidentiality of all information received from the customer/company.
- Must possess good trouble shooting skills.
- Must be well organized and able to work with minimum supervision.
- Must have ability to safely lift up to 40-45 lbs on a frequent basis.
- Committed to continuous improvement.

**RESPONSIBILITIES:**

- Operate conventional, special-purpose, and numerical control (NC) machines and machining centres to fabricate metallic parts, machine set-up and programming.
- Starts and observes machine operation to detect malfunctions or out-of-tolerance machining, and adjusts machine controls or control media as required.
- Frequent troubleshooting of machine faults i.e. re-setting machines, manipulating gantries/robots.
- Verifies conformance of finished work piece to specifications, using precision measuring instruments.
- Operate machines on trial run to verify accuracy of machine settings or programmed control data.
- Tool changes; and associated documentation for machine tool capability studies.
- Perform regular machine maintenance, housekeeping and general cleanliness of the work areas (maintain the requirements of 5S program).
- Must work as a team player and maintain good employee relations, actively share workload responsibilities on the shift.
- Ensure compliance with all legislative requirements in the facility's geographic location i.e. TS 16949 Technical Specification Management and Linamar's Quality Basics systems standards, OHSAS 18001:2007 Health & Safety Management system standard, ISO 14001:2004 Environmental Management system standard, as well as the Linamar Global Operating System plays (GOS).
- Support and maintain the department lean initiatives as set out in LPS system requirements.
- Three shift rotation is a requirement.
- Linamar is committed to promoting accessible recruitment as outlined in the Accessibility for Ontarians with Disabilities Act. Linamar will attempt to accommodate persons with a disability in an appropriate and effective manner throughout all stages of the recruitment process. Accommodations will be provided upon request.
- Current Shift - Rotating
- Employment Type - Full Time Hourly
- Percentage of Travel Required - 1-10%
- Removal Date - 25-Dec-2016

**LINK:**

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=2527091&&partnerid=25652&siteid=5406>

**Customs Documentation Clerk - A V Gauge & Fixture Inc. - Oldcastle, ON****Overview :**

A V Gauge & Fixture Inc. is a global leader in designing, manufacturing and certifying checking fixtures for the automotive and non-automotive industries. We offer above industry average benefits, competitive wages, innovative equipment, state-of-the-art facility and a clean, professional work environment.

**Summary:**

Under the supervision of the Shipping department head, the incumbent will prepare and complete documentation for domestic and international shipments.

**Job Terms:**

Permanent, Full time

**Responsibilities:**

- Prepare and complete customs documentation, as required
- Assist with coordinating shipment among the sales, manufacturing and transport teams
- Generate US and Canadian shippers
- Receive goods into computer systems
- Log jobs, fixture parts and fixture pictures into the computer system
- Work with limited supervision while staying on task to meet strict deadlines
- Other duties as assigned

**Qualifications:**

- Proficient in preparing ACE, Canadian e-manifests, NAFTA certificates, CAED (B13)
- Knowledge of Carnets

- 3-5 years of experience with customs paperwork
- Transport brokerage experience is an asset
- Strong communication skills and accountability
- Strong computer skills: MS Word & Excel, Internet browser, MS Outlook
- Ability to multi-task and work well under pressure
- We thank all applicants, however, only those selected for interview will be notified.
- Job Type: Full-time

**Required education:**

High school or equivalent

**Required experience:**

customs paperwork: 3 years

**LINK:**

[http://ca.indeed.com/viewjob?jk=3513df1ddc632d83&q=all&l=Windsor,+ON&tk=1b2gcc071d8of1s&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=3513df1ddc632d83&q=all&l=Windsor,+ON&tk=1b2gcc071d8of1s&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**HVAC Installer - Fresh Air Exchange - Windsor, ON**

\$30 an hour

G2 certified Furnace and AC installer required immediately. Great expanding company. Top wages.

Job Type: Full-time

Salary: \$30.00 /hour

**Required education:**

- Diploma/Certificate

**Required experience:**

- GAS Furnace Installation: 1 year

**LINK:**

[http://ca.indeed.com/viewjob?jk=fe238841fae0d58f&q=all&l=Windsor,+ON&tk=1b2gcc071d8of1s&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=fe238841fae0d58f&q=all&l=Windsor,+ON&tk=1b2gcc071d8of1s&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**General Labourer/Installer - Monarch Basics - Windsor, ON**

\$13.50 - \$15.00 an hour

- Monarch Basics, Southern Ontario's largest independent office supplies dealer since 1950, is hiring general laborers who exemplify Monarch Basics' core values of exceptional customer service, integrity and reliability for a career in furniture installation. This job requires a flexible, motivated and versatile candidate who is both handy and outgoing. The position primarily involves loading, delivering and installing furniture at businesses and homes, completing required paperwork and reading floor plans. This is a permanent, full time position offering competitive pay, a great benefits package and full training. \$13.50-\$15.00 / hr based on experience.
- Job Type: Full-time
- Salary: \$13.50 to \$15.00 /hour

**Required license or certification:**

- Driver's License

**LINK:**

[http://ca.indeed.com/viewjob?jk=45d14bb80ca7bd67&q=all&l=Windsor,+ON&tk=1b2gcc071d8of1s&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=45d14bb80ca7bd67&q=all&l=Windsor,+ON&tk=1b2gcc071d8of1s&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**CNC Operator - Build-A-Mold**

- FULL-TIME
- LOCATION: Build-a-Mold, Windsor, ON, CA
- DATE POSTED: November 25, 2016
- DIVISION: Build-A-Mold

- CATEGORY: Operations and Trades

## OVERVIEW

- 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 Build-A-Mold, a division of Plasman Group, you are joining a team that takes pride in everything they do. When it comes to molds, we offer our customers unrivaled engineering and craftsmanship. Our team members are at the heart of this commitment, driven by passion and defined by precision. What's molding your future? Build-A-Mold invests in people and technology. If you are looking to advance your career and mold the automotive components industry of the future, apply today.

## THE ROLE

**Our ideal candidate is a self-motivated team player with good communication skills and would be responsible for, but not limited to, the following:**

- Machining of molds and mold parts.
- Machining procedures as per supplied data and/or line ups.
- Job set up, tool changes and manual operation as required.
- Setting up and machining surfaces on plastic injection molds.
- Using precision measuring equipment for quality and accuracy.
- Drilling for precision holes.
- Recommendation and participation in continuous improvement activities.
- Troubleshoot problems as necessary.
- Crane and forklift operation.

## EDUCATION

- The qualified individual should possess a high school diploma, with preference given to those with or pursuing a General Machinist Certificate, or equivalent work experience.

## EXPERIENCE

- The individual must possess (2) years work experience as a Machinist.
- A strong understanding of the machining process, and automation.
- Base working knowledge of Powermill software considered an asset.

## OTHER REQUIREMENTS

- Ability to work both days and afternoon shifts.
- WE ARE AN EQUAL OPPORTUNITY EMPLOYER If you need an accommodation for any part of the application and hiring process or have any questions, please contact HR

## LINK:

[http://www.theplasmangroup.com/job-listing/?job\\_id=15](http://www.theplasmangroup.com/job-listing/?job_id=15)

## **Warehouse Supervisor - Prosol Distribution - Ontario - Windsor, ON**

### Warehouse Manager

- Manage Staff of 2-4 people
  - Basic Invoicing and Deposits
  - Purchasing using company software
  - Customer Service and pricing
  - Providing Technical Knowledge
  - Arranging Customer Deliveries
  - Merchandising
  - Highly Motivated
- Work independently with little supervision  
Good Judgement

**LINK:**

[http://ca.indeed.com/viewjob?jk=dd7fb6cb2c732a4a&q=all&l=Windsor,+ON&tk=1b2gccb071d8of1s&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=dd7fb6cb2c732a4a&q=all&l=Windsor,+ON&tk=1b2gccb071d8of1s&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Fitter - Anchor Danly Inc.**

- Anchor Danly Inc., a division of Connell Limited Partnership, knows that the ability to sustainably execute is a reflection of our Leadership, Culture and People. Headquartered in Windsor, Ontario and with manufacturing facilities in the U.S., Canada and Germany, Anchor Danly's capabilities have allowed us to successfully partner with our Customers by ensuring quality products and services.
- Our team members are our greatest assets and as such, we are committed to providing competitive compensation and benefits and rewarding dedication and hard work with training and learning opportunities to enhance development and growth. We seek to provide a challenging and energized workplace where everyone is a part of the team, works in a safe environment, takes pride in their work, and has balance in their lives so they may live life fully with their families and community.
- Consequently, we are looking for individuals in the skilled trades disciplines of welding/fitting who would like to join our team as we prepare for expected growth, as a FITTER.

**Qualifications include:**

- Mig Welding
- Custom Metal Fabrication experience an asset
- Overhead Crane and Rigging an asset
- Setting up jigs and fixtures
- Excellent blueprint reading skills
- Weld symbols knowledge
- Saw, Hand Torch experience
- Safety conscious
- Quality oriented

**Duties and Responsibilities**

- Tack Weld plate/structural steel
- Custom metal fabrication and fittings
- Use of fixtures
- Straighten fabrications (press & heat straightening)

**Benefits:****As part of full-time team member status at Anchor Danly, you will receive the following competitive benefits:**

- Health, drug, dental, vision, life insurance, short and long term disability, pension
- Safety shoe, prescription safety glasses and tool allowances.
- Tiered vacation structure that increases with length of service.
- Paid holiday shutdown over the Christmas season.
- Opportunities to participate in safety, social and wellness activities.
- To apply for the opportunity to join a great company, click on the link provided or go to <https://anchordanly.prevueaps.com/jobs/> to review all career openings. Serious candidates must be willing to work any shift, work required overtime, undergo criminal background checks and complete a 90 day probationary period. We appreciate your interest in our company however only those selected for interviews will be contacted.
- Anchor Danly is an equal opportunity employer and is committed to providing employment in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or testing, please advise Human Resources if you require accommodation.
- We are soliciting applications for future consideration. Only those selected for interviewing will be contacted. Candidates must be available to work all shifts as flexibility is required. We thank you for your interest.

**LINK:**

<https://anchordanly.prevueaps.com/jobs/36613-6411.html>

### **Asset Manager - Empire Roofing Corporation - Windsor, ON**

- Empire Roofing Corporation is excited to announce the opening position for Asset Manager. We are seeking a highly energetic, highly motivated, and goal orientated individual to join our team. The ideal candidate will be responsible for the operations and maintenance of our fleet, which consists of approximately 50 vehicles. A general working knowledge of fleet management will be considered an asset. As well this candidate will be responsible for overseeing inventory/maintenance of all assets such as tools, equipment etc.
- Salary: Based upon experience
- Location: Windsor, ON
- Start date: ASAP
- Job Type: Full-time

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

- Driver's Licence

#### **LINK:**

[http://ca.indeed.com/viewjob?jk=64be78f3cdc1a999&q=all&l=Windsor,+ON&tk=1b2gccb071d8of1s&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=64be78f3cdc1a999&q=all&l=Windsor,+ON&tk=1b2gccb071d8of1s&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

### **Early Childhood Educator- Before and After School - YMCA of Western Ontario - Windsor, ON**

\$16 an hour - Part-time

#### **Responsibilities**

- Educators will implement/design inclusive learning activities that follow the YMCA Play to Learn Curriculum, ensuring that all areas of development are addressed on a daily basis.
- Maintain accurate records regarding each child's daily activities with daily/weekly journals and weekly documentations.
- Liaise with parents and community contacts in a professional manner at all times.
- Consistent practice of clean culture, ensuring Centre and classrooms are clean, organized and professional looking at all times. All areas of the classroom must be child ready at all times – all centers are available to children throughout the day.
- Implement and practice on a daily basis, the YMCA of Western Ontario Program Statement.
- Utilize age appropriate child coaching and mentoring techniques in all interactions with the children
- Ensure own performance is in accordance with the program policies and procedures, and the regulations of the Child Care and Early Years Act.
- Follow the Public Health and Fire Regulations/Requirements.
- Educators will be required to lift 20 – 25 lbs. (children and/or activity equipment or room set up) at various times within a day.
- Ensure that shift availability is maintained at all times.

#### **Education/Experience**

- Minimum of 1 year of related experience within a child care environment. Previous YMCA experience is an asset.
- Interest in pursuing a career in Early Childhood Education.
- Priority will be given to applicants with an Early Childhood Education Diploma or equivalent, Child and Youth Worker Diploma, Recreation Leadership Diploma or equivalents.
- Current member of the College of Early Childhood Educators/College of Trades as applicable.
- Post secondary education is considered an asset.
- Current First Aid/CPR certifications.
- Current and acceptable Criminal Record Check and Vulnerable Position Screen is a condition of employment for all staff and volunteers.
- Excellent communication skills, both written and verbal.

#### **Hours:**

- 5-15 hours a week
- Job Type: Part-time



- Salary: \$16.00 /hour

**Required education:**

- Diploma/Certificate

**LINK:**

[http://ca.indeed.com/viewjob?jk=2df20840547c56e3&q=all&l=Windsor,+ON&tk=1b2gccb071d8of1s&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=2df20840547c56e3&q=all&l=Windsor,+ON&tk=1b2gccb071d8of1s&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Kitchen Manager/Cook - Brews & Cues Billiards - Windsor, ON**

**We're searching for a creative, experienced, dependable and hands on chef! The ideal person will be able to balance day to day operations such as:**

- Inventory management
- Food preparation and production
- Safety and cleanliness
- Scheduling
- Developing, training, and mentoring BOH team members
- Reporting directly to the General Manager/Owner
  - The right person will also be experienced with food costing and tracking food & labor costs. Open availability and flexibility is required. Please contact us with your resume and references so that we can arrange an interview. We're waiting to hear from you!
  - Job Type: Full-time

**Job Location:**

- Windsor, ON

**Required education:**

- Diploma/Certificate

**Required license or certification:**

- valid drivers licence is required

**LINK:**

[http://ca.indeed.com/viewjob?jk=c22d3ea93d018626&q=all&l=Windsor,+ON&tk=1b2gccb071d8of1s&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=c22d3ea93d018626&q=all&l=Windsor,+ON&tk=1b2gccb071d8of1s&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Weld Inspector - Valiant TMS**

**Date Posted 25/11/2016**

**JOB DESCRIPTION**

- To Inspect all welded fabrications based on applicable welding code (Visual, LPI and MPI);
- Set up/maintain welding equipment;
- Monitor and order welding consumables as needed;
- Create welding procedures to applicable standards; and
- Other duties as required by management.
- CWB Weld Inspector Level 1;
- Minimum of 5 years experience in fabrication; and
- Certified CGSB (or equivalent), LPI and MPI.

**LINK:**

<http://www.jobs.net/jobs/valianttms/en-ca/job/Canada/Weld-Inspector/J3G0CS64Y2D8NHVPHYJ/>

**Parts Counter Person - Windsor Chrysler**

Responsible for Wholesale/Retail as well as Internal parts specifying.

- Must have automotive parts experience with dealership experience preferred, will consider candidates from other automotive parts stores as well.
- Job Type: Full-time

**Required experience:**

- Parts specifying: 1 year

**LINK:**

[http://ca.indeed.com/viewjob?jk=6d2de21ca2195636&q=all&l=Windsor,+ON&tk=1b2irojvi1d8ob23&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=6d2de21ca2195636&q=all&l=Windsor,+ON&tk=1b2irojvi1d8ob23&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

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

- Position: Mechanical Engineer, P.Eng. Location: Windsor, ON Start Date: Currently Accepting Applications Description: Must be a High Energy self-starter with keen abilities related to mechanical design, manufacturing processes, process improvements, trouble shooting, project management and implementation. PLC experience and TS16949 exposure are highly recommended. Requirements/Qualifications: Ontario Accreditation or Equivalent required with 10 years' experience in manufacturing setting. P.Eng Contact: [Wendy@canart.com](mailto:Wendy@canart.com)
- Can Art is an equal opportunity employer with a commitment to empower a highly skilled work force. If you are interested in joining our team, please complete our application and send it in to [jobs@canart.com](mailto:jobs@canart.com) along with a copy of your resume. Alternatively, you can fax your information in to us at Brampton (905-791-9151), or Windsor (519-727-6434).

**LINK:**

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

**Travel Counsellor (French-Designated) - Ontario Tourism Marketing Partnership Corporation**

Apply By: Monday, December 19, 2016 11:59 pm EST

- Organization: Ontario Tourism Marketing Partnership Corporation
- Division: Ontario Travel Information Centre
- City: Tilbury, Windsor
- Job Term: 1 Permanent
- Job Code: 51084 - Travel Counsellor 3
- Salary: \$841.17 - \$999.85 Per Week\*
- \*Indicates the salary listed as per the OPSEU Collective Agreement.
- Status: Open
- Job ID: 101733

**LINK:**

<https://www.gojobs.gov.on.ca/Preview.aspx?JobID=101733>

**Sous Chef (Banquets) – Caesars Windsor**

Full Time - Permanent - Job Posting # WCL-16-11-893

**JOB SUMMARY:**

Reporting to the Executive Sous Chef and/or Outlet Chef, the Sous Chef provides leadership and guidance to all culinary employees and ensures the goals and objectives set out for the Food and Beverage department are achieved.

**DUTIES:**

- Monitors food production to ensure quantity standards are achieved and resolves any customer complaints related to food preparation.
- Ensures the level of kitchen cleanliness and sanitation meets regulations and internal standards.
- Develop, test and cost new recipes and menus as required.
- Prepares reports on maintenance requirements and health and safety issues.
- Ensures all food and labour cost controls are adhered to and develops daily reports of operation, labour reports and lists capital budget requirements.
- Trains, develops, orientates, schedules, evaluates, disciplines and interviews for new and existing culinary staff.
- Works with the culinary and restaurant management team to develop and implement policies and procedures related to the department.
- Liaises with managers, supervisors and other departments to provide guidance on interpretation of department policies and procedures.

- Inputs purchase requisitions, liaises with the Purchasing Department to source vendors and tracks the receipt of requisitioned items.
- 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:**

- Inter-Provincial Red Seal certificate or equivalent deemed acceptable by Windsor Casino Limited.
- Minimum 8 years culinary experience in casino/hospitality environment or experience deemed acceptable by Windsor Casino Limited.
- Minimum of 2 years supervisory experience or experience as a Chef de Partie in a large multi-outlet complex.
- Knowledge of word processing applications, spread-sheeting applications, industry related software and e-mail applications.
- Familiarity with food costing considered an asset.
- Grade 12 or equivalent.
- Must be able to work all shifts.
- Ability to communicate effectively, both verbally and in writing.
- Ability to obtain a police clearance.
- Valid Food Handler Certificate required

**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:**

<https://wclonline.com:444/Careers/ViewPositionDetails.asp?SelectString=%27WCL-16-11-893%27&chkPosition0=WCL-16-11-893>

**Legal Assistant/Paralegal - Philcox & Hurley - Windsor, ON**

Law firm looking for a full-time legal assistant/secretary. The job requires a person who can multi-task with good organizational skills, an ability to review and edit court documents, schedule appointments, meet with clients and schedule meetings, court dates, mediation, etc. The candidate will also organize files and meet daily court deadlines for filing documents in a high volume litigation practice.

Job Type: Full-time

**Job Location:**

- Windsor, ON

**Required education:**

- Diploma/Certificate

**Required experience:**

- Legal: 1 year

**LINK:**

[http://ca.indeed.com/viewjob?jk=64039040a86f9a95&q=all&l=Windsor,+ON&tk=1b2lh5l631d8o9d3&from=ja&alid=56ce17c7e4b059583b444719&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://ca.indeed.com/viewjob?jk=64039040a86f9a95&q=all&l=Windsor,+ON&tk=1b2lh5l631d8o9d3&from=ja&alid=56ce17c7e4b059583b444719&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Robot Simulation Designer - Valiant Machine & Tool Inc. - Windsor, ON**

The position scope includes, but is not limited to lead robotic design projects, conduct simulation reach studies, cycle time analysis, downloading/uploading of robot paths/programs, support manufacturing during build phases, resolve any non-conformances in a timely manner, and create robotic cell concepts using simulation software in support of estimating and sales.

- Develop applications using computer-assisted drafting and manufacturing software and hardware for the control of robots and related manufacturing processes and operations;
- Provide processing department with tool location on automation lines that include robot welding, and robot material handling applications;

- Download programs from simulation software to robot controllers;
- Assist mechanical, electrical, pneumatic, and hydraulic personal by using simulation software's to debug robot functions during the assembly stages;
- Establish simulation standards for new studies or modifications to the simulations and programs of existing equipment;
- Review simulations with Customer and other departments;
- Order robot dress when not ordered with the robot;
- Provide mechanical design with information necessary for applications that include robots and other dynamic equipment;
- Upload programs from robot controllers to simulation software for permanent storage and future reference;
- Oversee tasks done by other department members to ensure completeness and accuracy.
- Plan, and delegate, job tasks for other department members;
- Communicating technical details/methods to other department members to help them perform tasks efficiently;
- Developing new work methods to improve department performance; and
- Incorporate robot safety functions into robotic cell designs.
- Requirements:
- A university degree in electrical or mechanical engineering or a college diploma in electrical or mechanical technology;
- A minimum of two (2) years electrical or mechanical engineering (robot, electrical design) experience or a minimum of two (2) years robot programming experience;
- Mandatory ROBCAD and Process Simulate proficiency;
- Design or programming experience including familiarity with automation, engineer assembly, weld lines and robots; and Proven and superior communication skills and the ability to work with others in a team atmosphere.
- Job Type: Full-time

**Job Location:**

- Windsor, ON

**Required education:**

- Diploma/Certificate

**Required experience:**

- Robot Programming: 2 years
- Electrical or Mechanical Engineering: 2 years

**LINK:**

<http://ca.indeed.com/cmp/Valiant-Machine-&-Tool-Inc./jobs/Robot-Simulation-Designer-2deedf6233ee4a84?q=all>

**Resident Engagement Coordinator - Seasons Retirement Communities Amherstburg - Amherstburg, ON**

**HOW TO APPLY: Applications will NOT be processed through Indeed. Please visit our Careers webpage at [www.seasonsretirement.com/careers](http://www.seasonsretirement.com/careers) to search current opportunities and to apply!**

Seasons Retirement Communities is seeking a compassionate, motivated individual to fill the role of **Resident Engagement Coordinator**. This is an excellent opportunity for the successful candidate to participate as a member of the management team and to develop and coordinate engaging Memory Care programs and services aligned with the Seasons *Embrace Today* philosophy that meet & exceed the needs of our residents. **Primary Responsibilities:**

- Assists in the orientation of new residents & staff in the Memory Care Home Area;
- Plans, implements and evaluates a resident engagement programs developed to meet identified psychosocial, physical, intellectual and spiritual needs of the residents;
- Ensures a structured, daily activity program is implemented that is appropriate for persons with Dementia;
- Assists and performs duties necessary to maintain an environment that promotes resident & staff engagement;
- Provides leadership and is responsible for hiring, training, and scheduling & engagement of Memory Care

#### Services Staff

- Participation in promotional events and meetings with members of the community, seniors groups and associations, etc. to raise the profile and market the services of the organization
- All other duties as assigned or consistent with work routines and job description

#### **Qualifications or Skills Required:**

- Progressive or supervisory experience in an environment within the healthcare industry and working knowledge of resident engagement programs;
- Progressive or supervisory experience with positive management techniques for addressing complex behaviors related to dementia care;
- Valid First Aid/CPR Certification
- Must be able to read and communicate effectively
- Must be able to follow written and verbal instructions
- Demonstrated empathy and understanding of the needs of seniors
- Effective interpersonal relationship and conflict resolution skills
- Ability to organize work and work under strict time constraints
- Must have a high standard of hygiene and cleanliness
- Must be able to operate related equipment
- Must be able to respond to emergency situations
- Must have Class G Driver's license
- Must be Smart Serve Certified
- In addition, the successful candidate will be required to promote high quality care while maintaining a safe and healthy environment for residents, resident families, visitors and staff. Strong interpersonal skills are essential, as is excellence in achieving continuous quality improvements. Minimum two years of relevant experience within the seniors housing industry or hospitality industry are preferred.
- *All applicants must be legally entitled to work in Canada. As a condition of employment, a Criminal Record Search which may include a vulnerable sector screen, will be required. Seasons Retirement Communities ("Seasons") is an equal opportunity employer and welcomes applications from all interested parties. In accordance with Season's Accessibility Policy, a request for accommodation will be accepted as part of Season's hiring process. We thank all applicants for their interest. However only those selected for further consideration will be contacted.*

#### **Required education:**

- High school or equivalent

#### **Required experience:**

- Resident and Engagement Activities: 2 years

#### **Required licenses or certifications:**

- Smart Serve
- CPR and First Aid
- Class G Drivers Licence

#### **LINK:**

[http://ca.indeed.com/cmp/Seasons-Retirement-Communities-Amherstburg/jobs/Resident-Engagement-Coordinator-dcd021d545cd52b1?sdu=Zzi\\_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTj-C5y2JBDhL4cBTyTuTNCqwXSTkxw0F6Ej0RcT53LiWQ](http://ca.indeed.com/cmp/Seasons-Retirement-Communities-Amherstburg/jobs/Resident-Engagement-Coordinator-dcd021d545cd52b1?sdu=Zzi_VW2ygsY1fzh3Ma9ZsPaqOkFrOZiF9heaw3NaNTj-C5y2JBDhL4cBTyTuTNCqwXSTkxw0F6Ej0RcT53LiWQ)

#### **Manufacturing Quality Specialist - Valiant Machine & Tool Inc. - Windsor, ON**

##### **Scope and Accountability:**

The position scope includes, but is not limited to supporting the Valiant Operating System (VOS) through a thorough and regular review and improvement activity of all processes so as to develop and to maintain a systemic integrity and value compliant approach to standards and the requirement as established by the Company, its customers, industry and government legislation and regulation.

- Develop Quality Control Plans for projects based on customer specifications and the Valiant Operating System;

- Develop robust test plans and correlate final test and qualification activities to customer requirements for buy-off;
- Collect and analyze data and samples in support of quality assurance programs;
- Coordinate the test plans between project management and manufacturing satisfying, both the Voice of Customer and Valiant PDP Process;
- Be the Voice of the Customer throughout the project life cycle and an advocate for Valiant, ensure compliance to established Valiant procedures and processes;
- Record critical characteristics of customer bought off equipment before shipment and update Engineering Records for traceability and future issues resolution;
- Establish Process Audits to ensure that work is performed per standardized work instructions and test plans and approve before buy-off;
- Support the development of process manufacturing checklists with support of Manufacturing resources, in order to monitor build quality;
- Ensure that all projects capture lessons learned by coordinating the meetings through Project Managers, and perform analysis of data collected across different projects. Coordinate the application of Lessons Learned and Opportunities for Improvement across similar projects;
- Mentor and train organization on quality systems and tool usage; and
- Make recommendations to the team on how to improve systems and/or plans to meet customer expectations, reduce cost and improve quality of the final product.

**Requirements:**

- A university degree in mechanical engineering or a college diploma in mechanical technology;
- A minimum of three (3) years of experience in Quality is required. Six Sigma training and/or Greenbelt certification preferred. Other problem solving methodology training and certifications will be considered. Familiarity with ISO, TS, QS and AS Quality requirements is preferred;
- Mandatory experience in the machine tool industry, including the design and build of automated production systems;
- Proven knowledge of the automotive industry and its quality requirements;
- Demonstrated leadership and team building skills and ability to coordinate teams across cross-functional disciplines;
- An ability and willingness to travel to any of the customer and Company's work locations in North America, Europe and Asia, as required;
- Ability to meet ITAR and CGC clearance requirements;
- Ability to travel between all VMT locations; and
- Proven and superior communication skills and the ability to work with others in a team atmosphere
- Job Type: Full-time

**Job Location:**

- Windsor, ON

**Required education:**

- Diploma/Certificate

**LINK:**

<http://ca.indeed.com/cmp/Valiant-Machine-&-Tool-Inc./jobs/Manufacturing-Quality-Specialist-ec76c14f2bae9c02?q=all>

**Unigraphics Mold Designer - Intermediate / Senior - Aalbers Tool & Mold - Windsor, ON**

Due to continued growth, we are seeking experienced Injection Tool Designers.

Experience in Unigraphics NX Mold an asset.

**We Offer:**

- competitive wages & benefits
- OT pay after 8 hours
- up to 5% matching registered pension plan
- excellent work environment
- Job Type: Full-time

**Required education:**

- Diploma/Certificate

**Required experience:**

- Mold Design: 5 years


**LINK:**

<http://ca.indeed.com/cmp/Aalbers-Tool-&-Mold/jobs/Unigraphic-Mold-Designer-725e9ff8dad82da5?q=all>

**Line Cook - Johnny Rockets**

Posted on November 27, 2016 by **Employer Details - [Johnny Rockets](#)**

**Job Details**

- Location Windsor, ON
- Salary \$11.40 to \$12.00 hourly for 15 to 44 hours per week
- 6 Vacancies
- Terms of employment Permanent Part Time leading to Full Time
- Start date As soon as possible
- Employment conditions Employment Conditions: Day, Evening, Night, Weekend, On Call, Flexible Hours, Morning
- Job no.542259
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

No degree, certificate or diploma

**Cook Categories**

Line cook

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

Safe Food Handling certificate

**Cuisine Specialties**

Canadian

**Experience**

1 year to less than 2 years

**Additional Skills**

Prepare dishes for customers with food allergies or intolerances

**Work Setting**

Restaurant

**Specific Skills**

Clean kitchen and work areas; Prepare and cook complete meals or individual dishes and foods

**Transportation/Travel Information**

Public transportation is available

**Work Conditions and Physical Capabilities**

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

**Work Location Information**

Urban area

**Personal Suitability**

Initiative; Flexibility; Team player; Excellent oral communication; Dependability; Judgement; Reliability; Organized

**How to Apply**

By e-mail:

[johnnyrocketswindsor@gmail.com](mailto:johnnyrocketswindsor@gmail.com)

**In person:**

377 Riverside Drive East, Windsor, Ontario, N9A7H7

from 14:00 to 16:30

**Job Location:**

377 Riverside Drive East

**Advertised until:**

2016-12-11

**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?searchstring=Canada&button.submit=Search&id=21820534&source=searchresults>

**PeopleSoft HCM Functional Consultant – SPLICE**

- Experience with PeopleSoft version 9.1 or latest versions.
- Expert functional knowledge in Core HR, Self-Service, Manager Self-Service, NA Payroll and Absence Management.
- Understanding of PeopleSoft data model, business process flow, familiar with core HCM modules functionality.
- Good functional requirement validation, functional testing on HR related functionalities including payroll, core HR, etc.
- Understanding of custom build processes, identify and develop functional test plan, follow the documentation process.
- Experience with PeopleSoft Queries, report validation.
- Defect fixing / testing
- Strong knowledge and experience in developing test cases, functional test case execution and document the test results.
- Understanding various PeopleSoft Modules Payroll and Absence Management Core HR including Self-Service and Manager Self-Service, etc.
- Good communication skills.
- Is this opportunity not right for you? Be sure to browse all of our opportunities here!

**LINK:**

<https://www.splice.co/opportunities/154>

**AZ Truck Driver - Daily at home - Kubar Enterprises Inc - Windsor, ON**

We are looking for truck drivers to run CAN/US with at least 10 months of experience as an AZ truck driver. Must be able to enter the United States. Must meet the medical requirements of the U.S. DOT and be able to read and speak English.

- Home daily
- Automatic dedicated trucks
- Paid orientation and benefits

\*\*To apply please send us your curriculum by e-mail or fax it to 514-636-1443 Or just fill out an application online here: <https://kubar.truckright.ca/careers> also feel free to look into our other available opportunities. If you have any question, please do not hesitate to contact us at 514-631-6666

Job Type: Full-time

**Required experience:**

- Driving: 1 year

**Required license or certification:**

- AZ

**LINK:**

<http://ca.indeed.com/cmp/Kubar/jobs/AZ-Truck-Driver-2c5977569e220498?q=all>



### **Building Inspector/Municipal Law Enforcement Officer – Town of Amherstburg**

- Open Date - Nov 23 2016
- Close Date - Dec 09 2016
- Position Title - Building Inspector/Municipal Law Enforcement Officer
- Posting Type - Full Time - Hourly
- Posting Status - Active
- Position Length - Full Time
- Department Group - Building Services
- Hours per Week - 37.5
- Department - Planning, Development and Legislative Services
- Openings - 1
- Education - College Diploma
- Experience - 3 - 5 years
- Location - Libro Recreation Centre

#### **LINK:**

<https://careers.amherstburg.ca/Job/Details/e555f2e5-a668-4d81-8b79-a6c700d18f6b>

### **Services and IT Operations Manager - Next Dimension Inc.**

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

#### **Description**

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

#### **Required Experience and Qualifications**

- The Services and IT Operations Manager is responsible for developing and managing multiple technology services for customers by managing the activities and responsibilities of the service desk and operations team. The Service Manager is also responsible for providing high-level technical assistance to the team and ensuring service and support is provided to customers at agreed levels.

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

- 5+ Years managing a services or operations department
- Managing the service desk team's daily activities
- Managing the escalation of issues, being the customer's single point-of-contact for problem identification and resolution
- Ensuring the full utilization of resources and improving productivity
- Managing the dispatch process of service requests
- Maintaining awareness of all outstanding customer pre- and post-delivery issues and provide status to clients as necessary
- Providing accurate reports and metrics to company management on the status and budget of on-going services and agreements
- Managing the development of the team assignment align with their career interests

- Ensuring that risks are identified, communicated, and mitigated and that services are delivered effectively
- Ensuring process documentation is current for the service desk team
- Managing the process of implementing change efficiently and effectively
- Demonstrated ability to build a trust relationship with clients, leaders, peers and staff
- Demonstrated ability to continuously improve the services delivery
- Proficient in leadership, interpersonal and written and verbal communication skills
- Strong organizational and customer service skills
- Knowledge and experience in cross-functional management methods and techniques
- Experience in planning with an ability to think ahead and plan over a 6-12 month time span
- Experience in leading people and getting results
- Ability to multi-task and adapt to changes quickly
- Ability to work in a team and communicate effectively
- Knowledge of industry services applications, processes, software, and equipment

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

- 5+ Years managing services or operations in the Information Technology field and ideally for a Managed Service Provider
- Some Professional IT Certifications, such as: Microsoft MCP, MCSA, or MCSE, Citrix CCEA or CCIA, SonicWall CSSA, ConnectWise CCPA, LabTech LTCP, Cisco CCNA, VMware VCP or ITIL.
- Proficient in Microsoft Project, Microsoft Word, Microsoft Excel, Microsoft Outlook

**Education**

- College diploma or University degree in a related discipline is an asset.
- Interested applicants are asked to e-mail a resume and cover letter to [resumes@nextdimensioninc.com](mailto:resumes@nextdimensioninc.com) with the subject Services and IT Operations Manager

**LINK:**

<http://jobs.wetech-alliance.org/jobs/view/services-and-it-operations-manager/>

**Payroll Clerk - Windsor Essex Community Health Centre (WE CHC)**

- Classification: Part time Contract (August 25, 2017), 28 hours per week
- Date Posted: Monday, November 28, 2016

**CORE RESPONSIBILITIES OF THE POSITION**

- The Payroll Clerk will provide payroll support to the Finance department in order to ensure effective, efficient and accurate payroll processing operations.

**The Payroll Clerk will be responsible for:**

- Processing payroll, ROE and direct deposits for multiple organizations
- Processing all remittances for CPP, EI, Income Tax, EHT, Pensions, WSIB, etc.
- Reconciling all payroll related accounts on a monthly basis
- T4 year-end related reporting
- Generate all payroll related reports as required
- Demonstrate a commitment to a safe environment for staff, clients and families by working in compliance with the WE CHC related policies, health and safety regulations and completing mandated training and educational sessions as required
- Perform other duties and/or projects related to payroll function as required.

**SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED**

- Minimum 2-5 years Payroll processing experience
- Able to present information in forms, tables and spreadsheets
- Proficient in the use of Microsoft Office Suite of programs and various accounting software applications
- Experience with Quadrant HRIS considered an asset
- Strong attention to detail
- Proven organizational skills combined with good analytical and problem solving capacity
- Able to set priorities, manage tasks and work within tight timelines
- Effective written and verbal communication skills with strong interpersonal and customer service skills

- Able to work independently and in a team environment
- Bilingual (English/French) language skills an asset
- Clean driver's abstract and a current and valid Class "G" Ontario Driver's License with reliable transportation to support travel throughout Windsor-Essex County.

#### **EDUCATION AND CERTIFICATE REQUIREMENTS**

- Post secondary education in Business or Accounting or Equivalent experience
- Completion of a Police Clearance and Vulnerable Sector Check prior to commencing employment

#### **CLOSING DATE**

Please forward your resume and cover letter to [hr@wehc.org](mailto:hr@wehc.org) no later than 5:00 pm, Dec 6, 2016. Refer to posting F116AC

#### **LINK:**

<http://www.wehc.org/Job/Details/PC->

### **Director, Intake and Hospitals - Erie St. Clair CCAC**

Closing Date: 12/9/2016

#### **Job Summary:**

- Posting # ESC 033/16
- JOB TITLE: Director, Intake and Hospitals
- LOCATION: Erie St. Clair CCAC – Travel throughout the Erie St. Clair LHIN is required
- SUPERVISOR: Senior Director, Patient Services
- Reporting to the Senior Director, Patient Services, this position will assist the organization by ensuring that stakeholders have access to care coordination that supports the right service in the right place and at the right time by linking patients to health and social community supports to assist in meeting their needs. This position will be responsible for providing leadership in management of teams of staff that provide information and referral and/or that complete the initial assessments, eligibility determination, system navigation and implementation and care coordination of services for new patients. This Director will be responsible for all of the teams and staff working in each of our hospitals and our intake and overflow teams.

#### **NATURE AND SCOPE**

- Development and strengthening of care coordination processes for ensuring all patients are provided consistent information and referral services, ensuring effective outcomes in initial assessment completion & patient eligibility determination, initial service plan set up and service coordination for new patients
- Responsible for the development of formal mechanisms to support patients by bridging the gap between the hospital, community primary care providers, the service provider agencies and community support agency providers
- Achieves results by working to accomplish organizational strategic priorities, ensures program outcomes and sets goals and priorities that maximize the effective use of resources
- Develops patient services policies, procedures and processes related to both corporate and clinical as it relates to provision of clinical services
- Supports staff and patient services team in the development of appropriate workload measurement standards, developing and monitoring achievement of benchmark and use of monitoring tools
- Upholds the delivery of Patient Services in accordance with national, provincial and local mandates as appropriate while being fiscally responsible
- Participates in various provincial, regional and local community based committees with the overall intent to create seamless care delivery programs/practices across sectors in order to promote the right care at the right time.
- Must recognize the individuality of patient needs in extraordinary circumstances that require out of the ordinary planning and service utilization promoting positive patient outcomes.
- Creation and promotion of standardized care delivery for similar population groups to ensure fair and equitable access to community based services.
- Other duties as assigned

## QUALIFICATIONS/SKILLS

- Graduate of an accredited university with a degree in Health Sciences, Health or Public Administration, Master's preferred or equivalent work experience
- Regulated health professional in good standing with provincial College
- 5 – 7 years' experience in progressively responsible and related positions in health care with demonstrated experience and success in a leadership role
- Solid knowledge of health care system locally and provincially
- Significant experience in diverse and unionized community health care environments
- Good knowledge of CCAC priorities, policies, practices and service standards
- Good knowledge and understanding of legislation governing health care activities
- Knowledge of direct care/case management models used in community health care organizations
- Demonstrated leadership ability with excellent interpersonal skills, including superior verbal and written communication skills and the ability to fully utilize contemporary information and communication devices
- Effective planning, organizing and evaluation skills to manage the delivery of quality service, provide information reports and take corrective action as required
- Priority consideration will be given to candidates who possess knowledge of Canada's two official languages.

**Qualified individuals are invited to apply in writing by December 9th, 2016, quoting posting number ESC 033/16 to:**

[Resume@esc.ccac-ont.ca](mailto:Resume@esc.ccac-ont.ca)

Human Resources

Erie St. Clair Community Care Access Centre

5415 Tecumseh Road East, 2nd Floor

Windsor ON N9T 1C5

FAX: 519 258 7354

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

ESC 033/16

Posted: November 25th, 2016

### **ABOUT THE CCAC**

Community Care Access Centres (CCACs) connect people across Ontario with quality in-home and community-based health care. CCACs provide information, access to qualified care providers and community-based services to help people come home from hospital or live independently at home.

- See more at: <http://healthcareathome.ca/eriestclair/en/who/career/Pages/Director,-Intake-and-Hospitals.aspx#sthash.Q0luzi2l.dpuf>

### **Food Service Aide (LTC) - General Application - Village of Aspen Lake Windsor**

- Food Service - Windsor, Ontario - Casual, Part-time
- Posted: November 28, 2016
- Closes: January 31, 2017 at 12:00 am
- Competition #: 30935

Aspen Lake - West (Joanne Potts) ~ Schlegel Villages

- We are currently seeking a Part Time Food Service Aide to join our team at the Village of Aspen Lake located in Windsor, Ontario. You will join our Dietary team.
- At Schlegel Villages, we aspire to provide all members of our communities, including team members, with a life enriching experience. Family owned and operated, we take our mission seriously: "to provide holistic health care in a home environment, located within an internal neighbourhood design that promotes a caring community with emphasis on optimal health and life purpose for each resident".
- Our team members are passionate about providing the highest quality of services to our residents. They not only have the right skills and knowledge, but more importantly, share the organizational values. They have the right attitude and view their role as not just a job but a calling. In all of our departments, we recruit only the best.
- Schlegel Villages provides ongoing training and education programs to make sure our team members' skills and knowledge are cutting edge. At our Villages, we realize that the highest quality of service does not just happen – it is the result of a good deal of focused effort.

- We want to hire the best people, provide the best training and education, and support them with the best leadership. Our commitment to these objectives creates a culture and environment of positive engagement on our journey to change the culture of aging.
- The Food Service Aide works in the kitchen and servery to help prepare and serve meals and refreshments to residents.
- The positions are 'people intensive', with a substantial component of the job involving fostering exemplary resident/family relations. The Food Service Aide will provide a high level of customer service with a concentration on flexible living and quality of life.

**Qualifications:**

- Agrees with the objectives and philosophy of the Village and displays a caring, respectful attitude toward the residents, families, and team members
- Supports and embraces a resident-centered social culture
- Provides exceptional customer service to all residents
- Works well independently and as a co-operative team member
- Possesses excellent time management and organizational skills
- Communicates effectively with others
- Holds a current Food Handler Certificate
- Holds a Food Service Worker Certificate from a community college or shows proof of current and ongoing enrolment in program
- Able to cope with the physical, mental, and emotional demands of the job
- Schlegel Villages is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please speak with the hiring leader.
- If you are interested and meet the above qualifications, please complete a candidate profile and upload a current resume.
- Please note the application process will take 30-60 minutes. We encourage you to apply when you have this amount of uninterrupted time to complete the process.
- We thank all interested candidates. However, only those selected for an interview will be contacted.

**LINK:**

<https://schlegelmarketplace.itacit.com/itacit-career-ui/postings/30935?CLIENT=772453435&SID=2&LANGUAGE=en>

**Sales Manager - Build-A-Mold**

- SALES MANAGER FULL-TIME
- LOCATION: Build-a-Mold, Windsor, ON, CA
- DATE POSTED: November 24, 2016
- DIVISION: Build-A-Mold
- CATEGORY: Sales

**OVERVIEW**

- 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 Build-A-Mold, a division of Plasman Group, you are joining a team that takes pride in everything they do. When it comes to molds, we offer our customers unrivaled engineering and craftsmanship. Our team members are at the heart of this commitment, driven by passion and defined by precision. What's molding your future? Build-A-Mold invests in people and technology. If you are looking to advance your career and mold the automotive components industry of the future, apply today.

**THE ROLE**

- Reporting to the Director of Program Management the Sales Manager will be responsible for all sales activities with specified customers including:
- Developing and implementing creative strategies to pro-actively identify new business and secure business opportunities, and to support corporate goals and objectives at existing customers.

- Targeting and promoting specific tooling and commodities which fall within BAM capabilities, including new tooling platform possibilities and future programs.
- Ensure ongoing communication between appropriate internal and external departments to prevent or preemptively identify breakdowns in communication, loss of business, and non-competiveness.
- Effectively manage customer/business issues and knowing when to escalate issues.
- Making regular planned calls on customers for the purpose of both follow up and new business opportunities.
- Contributing to sales budgets, forecasts and market assessments.
- Identifying of product opportunities.
- Attending to commercial issues and payments.
- Generating and tracking BAM customer satisfaction levels with Customer and Supply bases.

#### **EDUCATION**

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

#### **EXPERIENCE**

- 10 years' experience in the Mold Tooling industry.
- 5 years' experience in automotive sales with OEMs and Tier 1 customers

#### **OTHER REQUIREMENTS**

- Sound knowledge of plastic part manufacturing and mold tooling.
- Working knowledge of Microsoft Excel, Word, Powerpoint, Project and Outlook.
- Ability to perform well in high pressure situations.
- Skilled in forecasting and business plan development.
- Above average communication skills in written and verbal formats
- Must have a valid passport.
- Ability to perform independently and capable of travel within designated regions and globally.

#### **LINK:**

[http://www.theplasmangroup.com/job-listing/?job\\_id=67](http://www.theplasmangroup.com/job-listing/?job_id=67)

### **Certified Rehab Assistant – Windsor Regional Hospital**

#### **Job Summary**

- The Rehabilitation Assistant is responsible for carrying out client care procedures under the direction of staff Physiotherapists. The incumbent is responsible for completing various non-client care functions aimed at maintaining and enhancing department services and for providing direct client care procedures and non client care functions independent of direct supervision. The Certified Rehabilitation Assistant complies with the Occupational Health and Safety Standards for the hospital and is proactive in promoting a safe work environment.

#### **Qualifications**

- Physiotherapy Assistant/Occupational Assistant Certification - required; preference will be given to graduates of an accredited 2 year college program
- Minimum of one year recent related health care experience – preferred
- Graduate of a secondary institute of education - required
- Certification in CPR – preferred
- BCLS – preferred
- Good communication and interpersonal skills - required
- Knowledge of exercise principles and techniques for neurological, cardiovascular and musculoskeletal conditions
- An understanding of normal functional movement
- Ability to understand and follow written and verbal directions – required
- Knowledge of the essentials of safe lifting, transfer and ambulating techniques - required
- Ability to organize and prioritize assigned tasks
- General good health and a level of fitness appropriate for the demands of the position
- Ability to work effectively in a collaborative team environment
- WE ARE AN EQUAL OPPORTUNITY EMPLOYER

- We thank all applicants in advance for their interests, however only those under consideration will be contacted.

**LINK:**

[http://www.wrh.on.ca/Site\\_Published/wrh\\_internet/RichText.aspx?Body.QueryId.Id=75705&LeftNav.QueryId.Categories=190](http://www.wrh.on.ca/Site_Published/wrh_internet/RichText.aspx?Body.QueryId.Id=75705&LeftNav.QueryId.Categories=190)

**Design/Detailer - Ground Effects**

- Ground Effects is looking for a Design/Detailer to assist the International Seating and Decor division at Ground Effects in the development and support of company applications.

**Requirements:**

- Must have a minimum of three (3) years' experience in design and detailing OR have a Architectural Technology Diploma.
- Experience and knowledge in a hospitality/commercial manufacturing environment an asset.
- Must have strong technical skills.
- Must be team oriented and able to communicate effectively.
- Must have excellent organizational skills.
- Experience with CNC programming is an asset.
- Must have AutoCad certification

**Responsibilities:**

- Translate architect's design drawings and specifications into technical working drawings ensuring that products are manufactural and installable.
- Responsible for processing/preparing shop drawings and router programs for the production department
- Ensure accuracy for final detailed drawings for production department.
- Co-ordinate customer requests as they relate to design and detailing to ensure customers' needs and requirements are met.
- Attend site meetings/obtain site dimensions as required.
- Develop conceptual designs for fast food restaurants and projects as required relating to effective and efficient space planning, furniture layout and décor.
- Work with production department to provide accurate details for furniture and millwork packages.
- Conduct or attend general customer meetings and pre-production meetings as delegated
- Attend and provide input in development meetings relating to new products/processes etc.
- Formulate or recommend for approval, policies and procedures on design/detailing/router programming and administer these policies for the company.
- Perform daily tasks to ensure work is being completed accurately and on a timely basis in accordance with all ISO requirements.
- Remain current with industry development, improvements and technology by attending trade shows, conferences, conventions and interacting with vendor contacts and reading industry publications.
- Prepare and maintain proper shop drawing material for the company's product line
- Support the health and safety committee.
- Responsible for updating bills of material, preparing cut lists and cnc router programs.
- Ensure resource area is properly maintained and adequately stocked.
- Assist with other duties as assigned by the General Manager.
- Please reply by email to [hr@gfxltd.com](mailto:hr@gfxltd.com) or by fax to 519.946.0747. Only the selected candidates will receive a response. Thank you for your interest

**LINK:**


<http://www.gfxltd.com/employment?opp=58>

**Manager Trainee, Restaurant - East Side Mario's**

Posted on November 28, 2016 by **Employer Details - East Side Mario's**

**Job Details**

- Location Windsor, ON
- Salary \$30,000.00 to \$35,000.00 annually for 40 to 44 hours per week

- 1 Vacancy
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Benefits: Dental Benefits, Group Insurance Benefits, Life Insurance Benefits, Vision Care Benefits, Other Benefits
- Employment conditions Employment Conditions: Day, Evening, Night, Weekend, Shift, Flexible Hours, Morning
- Job no.541966
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

Secondary (high) school graduation certificate

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

First Aid Certificate; Food Safety Certificate; Smart Serve

**Experience**

No experience

**Budgetary Responsibility**

\$1,500,001 - \$4,000,000

**Business Equipment and Computer Applications**

Point of sale system

**Additional Skills**

Enforce provincial/territorial liquor legislation and regulations; Balance cash and complete balance sheets, cash reports and related forms; Organize and maintain inventory

**Security and Safety**

Bondable

**Work Conditions and Physical Capabilities**

Fast-paced environment; Work under pressure; Attention to detail; Combination of sitting, standing, walking; Standing for extended periods

**Ability to Supervise**

More than 20 people

**Work Location Information**

Urban area

**Personal Suitability**

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

**How to Apply**

**By e-mail:**

[esmwindsor@gmail.com](mailto:esmwindsor@gmail.com)

**In person:**

7780 Tecumseh Rd. E., Windsor, Ontario, N8T1E9

from 11:00 to 23:00

**Job Location:**

7780 Tecumseh Rd. E.

**Advertised until:**

2016-12-28

**LINK:**


<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=21827513&source=searchresults>

**Maintenance Millwright - Cascades Containerboard Packaging**

Posted on November 28, 2016 by **Employer Details** - [Cascades Containerboard Packaging](#)



## Job Details

- Location Windsor, ON
- Salary \$22.71 to \$29.45 hourly for 40 to 60 hours per week
- 2 Vacancies
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Employment conditions Employment Conditions: Day, Evening, Night, Flexible Hours
- Job no.542645
- Source  Job Bank

## Job requirements

Languages

English

### Education

Secondary (high) school graduation certificate

### Major Work Area

Service; Machinery installation

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

Industrial Mechanic (Millwright) Trade Certification; Industrial Mechanic (Millwright) Red Seal Endorsement

### Equipment and Machinery Experience

Welding equipment; Pumps and compressors; Power tools; Heat exchangers; High speed packaging equipment; Hand tools; Fans and blowers; Electrical and electronic controls; Conveyor; Lathes and other machining tools; Hydraulic system

### Experience

3 years to less than 5 years

### Additional Skills

Read and interpret blueprints, maps, drawings and specifications

### Area of Specialization

Start-up and testing; Stainless steel welding; Specialty welding; Renovating and restoring; Optical alignment; Bearing, seals and packing; Troubleshooting; Shutdown operations; Laser levelling/aligning; Programmable logic controller (PLC)

### Weight Handling

Up to 23 kg (50 lbs); More than 45 kg (100 lbs)

### Specific Skills

Repair or replace defective machinery parts; Fabricate parts required during overhaul, maintenance or set-up; Detect and troubleshoot irregularities and malfunctions; Construct foundations for machinery; Installing machinery and equipment; Assembling machinery and equipment (prior to installation); Perform routine maintenance work on machinery; Operate machining tools to fabricate parts; Program programmable logic controllers (PLCs); Operate hoisting and lifting equipment

### Security and Safety

Criminal record check

### Own Tools/Equipment

Steel-toed safety boots

### Work Site Environment

Noisy

### Transportation/Travel Information

Own transportation

### Work Conditions and Physical Capabilities

Work under pressure; Handling heavy loads; Physically demanding; Attention to detail; Standing for extended periods; Overtime required

### Personal Suitability

Team player; Excellent oral communication; Excellent written communication

## How to Apply

### By e-mail:

[allison\\_misorowski@cascades.com](mailto:allison_misorowski@cascades.com)

### By phone:

(416) 255-8541 (EXT 627)

from 10:00 to 4:00

### Advertised until:

2016-12-28


### LINK:

<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=21826585&source=searchresults>

## Corrugating Machine Operator - Paper Converting - Cascades Containerboard Packaging

Posted on November 28, 2016 by **Employer Details** - [Cascades Containerboard Packaging](#)

### Job Details

- Location Windsor, ON
- Salary \$13.58 to \$21.51 hourly for 40 to 60 hours per week
- 10 Vacancies
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Employment conditions Employment Conditions: Day, Evening, Night, Flexible Hours
- Job no.542630
- Source  Job Bank

### Job requirements

Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### Additional Skills

Perform other routine maintenance

### Type of Product

Corrugated cartons; Boxes

### Specific Skills

Set up machines; Operate paper converting machines to form products; Operate machines which cut, fold, glue or clip paper and cardboard; Operate machines which cut, glue and fold paper; Operate machines which glue paper to cardboard and cut it; Operate machines which press paper; Clean and lubricate machinery and equipment

### Security and Safety

Criminal record check

### Own Tools/Equipment

Steel-toed safety boots

### Work Site Environment

Noisy; Hot

### Transportation/Travel Information

Own transportation

### Work Conditions and Physical Capabilities

Repetitive tasks; Handling heavy loads; Physically demanding; Manual dexterity; Attention to detail; Hand-eye coordination; Standing for extended periods

**Personal Suitability**

Effective interpersonal skills; Accurate; Team player; Excellent oral communication; Excellent written communication; Client focus

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

[allison\\_misorowski@cascades.com](mailto:allison_misorowski@cascades.com)

**By phone:**

(416) 255-8541 (EXT 627)

from 10:00 to 4:00

**Advertised until:**

2016-12-28


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=21826588&source=searchresults>

**Corrugator-Operator Helper - Cascades Containerboard Packaging**

Posted on November 28, 2016 by **Employer Details** - [Cascades Containerboard Packaging](#)

**Job Details**

- Location Windsor, ON
- Salary \$12.55 to \$15.36 hourly for 40 to 60 hours per week
- 10 Vacancies
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Employment conditions Employment Conditions: Day, Evening, Night, Weekend, Flexible Hours
- Job no.542618
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

Secondary (high) school graduation certificate

**Equipment and Machinery Experience**

Powered equipment

**Experience**

1 year to less than 2 years

**Additional Skills**

Corrugated cartons

**Weight Handling**

Up to 23 kg (50 lbs)

**Work Setting**

Pulp and paper mill; Paper converting company

**Specific Skills**

Feed conveyors, hoppers, saws and drying machines; Clean machines and immediate work areas; Assist other processing workers

**Security and Safety**

Bondable; Criminal record check

**Own Tools/Equipment**

Steel-toed safety boots

**Work Site Environment**

Noisy; Hot

**Transportation/Travel Information**

Own transportation

**Work Conditions and Physical Capabilities**

Repetitive tasks; Handling heavy loads; Physically demanding; Manual dexterity; Attention to detail; Hand-eye coordination; Standing for extended periods

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

[allison\\_misiorowski@cascades.com](mailto:allison_misiorowski@cascades.com)

**By phone:**

(416) 255-8541 (EXT 627)

from 10:00 to 4:00

**Advertised until:**

2016-12-28


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=21825742&source=searchresults>

**Line Cook - Johnny Rockets**

Posted on November 27, 2016 by **Employer Details - [Johnny Rockets](#)**

**Job Details**

- Location Windsor, ON
- Salary \$11.40 to \$12.00 hourly for 15 to 44 hours per week
- 6 Vacancies
- Terms of employment Permanent Part Time leading to Full Time
- Start date As soon as possible
- Employment conditions Employment Conditions: Day, Evening, Night, Weekend, On Call, Flexible Hours, Morning
- Job no.542259
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

No degree, certificate or diploma

**Cook Categories**

Line cook

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

Safe Food Handling certificate

**Cuisine Specialties**

Canadian

**Experience**

1 year to less than 2 years

**Additional Skills**

Prepare dishes for customers with food allergies or intolerances

**Work Setting**

Restaurant

**Specific Skills**

Clean kitchen and work areas; Prepare and cook complete meals or individual dishes and foods

**Transportation/Travel Information**

Public transportation is available

**Work Conditions and Physical Capabilities**

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

**Work Location Information**

Urban area

**Personal Suitability**

Initiative; Flexibility; Team player; Excellent oral communication; Dependability; Judgement; Reliability; Organized

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

[johnnyrocketswindsor@gmail.com](mailto:johnnyrocketswindsor@gmail.com)

**In person:**

377 Riverside Drive East, Windsor, Ontario, N9A7H7

from 14:00 to 16:30

**Job Location:**

377 Riverside Drive East

**Advertised until:**

2016-12-11


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=21820534&source=searchresults>

**Dishwasher - Johnny Rockets**

Posted on November 27, 2016 by **Employer Details - [Johnny Rockets](#)**

**Job Details**

- Location Windsor, ON
- Salary \$11.40 hourly for 8 to 40 hours per week
- 2 Vacancies
- Terms of employment Permanent Part Time leading to Full Time
- Start date As soon as possible
- Job no.542262
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

No degree, certificate or diploma

**Dishwashing Skills**

Scour pots and pans; Sanitize and wash dishes and other items by hand; Clean and sanitize items such as dishwasher mats, carts and waste disposal units; Operate dishwashers to wash dishes, glassware and flatware; Place dishes in storage area

**Experience**

1 year to less than 2 years

**Transportation/Travel Information**

Public transportation is available

**Work Conditions and Physical Capabilities**

Fast-paced environment; Work under pressure; Repetitive tasks; Physically demanding; Standing for extended periods

**Work Location Information**

Urban area

**Personal Suitability**

Team player; Reliability

**Kitchen Helpers Skills**

Remove kitchen garbage and trash; Handle and store cleaning products; Clean and sanitize kitchen including work surfaces, cupboards, storage areas, appliances and equipment; Sweep, mop, wash and polish floors

**Food Service Helpers Specific Skills**

Bring clean dishes, flatware and other items to serving areas and set tables

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

[johnnyrocketswindsor@gmail.com](mailto:johnnyrocketswindsor@gmail.com)

**In person:**

377 Riverside Drive East, Windsor, Ontario, N9A7H7

from 14:00 to 16:30

**Advertised until:**

2016-12-11


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?action=s1&sort=D&sid=10&d=50&searchstring=windsor+ontario&lang=en&id=21820535&source=searchresults>

**Assembly Line General Labourer - Ventra Assembly**

Posted on November 01, 2016 by **Employer Details - Ventra Assembly**

**Job Details**

- Location Windsor, ON
- Salary \$12.00 hourly for 40 hours per week
- 10 Vacancies
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Benefits: As per collective agreement, Group Insurance Benefits, Pension Plan Benefits
- Employment conditions Employment Conditions: Weekend, Shift, Overtime
- Job no.524790
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

Secondary (high) school graduation certificate

**Experience**

Experience an asset

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

[ssavoni@ventraplastics.com](mailto:ssavoni@ventraplastics.com)

**Advertised until:**

2016-12-01

**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?page=11&d=50&sort=D&action=s1&searchstring=windsor+ontario&lang=en&sid=20&id=21617120&source=searchresults>

**Cost Accountant - De Angelis Construction Inc.**

- Windsor, ON, CANADA
- Accounting and Finance
- Reporting to senior management, the incumbent will provide financial management and analytical support to project teams in the following areas: billing, cost accounting management, project tracking, change order management, budgets and monthly reporting.

**Job Responsibilities:**

- Work in conjunction with Project teams, prepare and run cost reports reflecting the financial status of the projects
- Ensure financial controls are being followed
- Develop and maintain timely and accurate financial reports
- Review and analyze monthly progress billing invoices to ensure accuracy, fee reconciliation and ledger balances
- Prepare and review monthly job cost and budget reporting
- Liaise with external project monitors/consultants with monthly financial reports and schedules
- Manage, analyze and report variances to project budget and report project financials
- Work with management and project teams to identify and forecast financial exposures on projects and provide solutions to financial issues
- Identify and report trends, highlighting anomalies and propose corrective action

**Required Qualifications:**

- An accounting degree/diploma and a minimum of 3 years of related experience within project costing preferable within construction, engineering or related industries
- CPA designation preferred
- Excellent knowledge of budgeting, business planning and project cost management
- Experience in the construction or professional services industry, an asset
- Self-starter attitude with strong leadership and high capacity of working autonomously
- Ability to work in a fast-paced environment while managing multiple projects and deadlines
- Strong organizational and planning skills with prioritizing and multi-tasking abilities to meet time sensitive deadlines
- Excellent attention to detail
- Highest degree of integrity, honesty and commitment to professionalism
- This position will appeal to a very hands-on and dynamic professional who also enjoys working in a fast-paced and growing environment.
- To apply, please send your resume and cover letter in confidence to [lou@deangelis.ca](mailto:lou@deangelis.ca) .
- We thank all applicants; however only selected candidates will be contacted.


**LINK:**

<http://www.workopolis.com/jobsearch/job/17345013?cid=hrsdc>

**Cook's Helper - Seasons Retirement Communities**

Posted on November 25, 2016 by **Employer Details** - [Seasons Retirement Communities](#)

**Job Details**

- Location LaSalle, ON
- Salary \$15.54 daily for 16 hours bi-weekly
- 1 Vacancy
- Terms of employment Permanent Part-Time
- Start date As soon as possible
- Employment conditions Employment Conditions: To be determined
- Job no. 541494
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

Secondary (high) school graduation certificate or equivalent experience

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

Safe Food Handling certificate

**Experience**

7 months to less than 1 year

## How to Apply

### Online:

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

### Job Location:

2400 Sandwich West Parkway

### Advertised until:

2016-12-25


### LINK:

<http://www.jobbank.gc.ca/jobposting.do?cty=23382&pcd=ON&wid=px&sort=D&id=21808149&source=searchresults>

## Truck Driver - Dowler-Karn

Posted on November 28, 2016 by **Employer Details - [Dowler-Karn](#)**

### Job Details

- Location Oldcastle, ON
- Salary \$20.70 hourly for 40 to 48 hours per week
- 1 Vacancy
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Employment conditions Employment Conditions: Day, Overtime, On Call, Early Morning
- Job no.541941
- Source  Job Bank

### Job requirements

Languages

English

### Education

Secondary (high) school graduation certificate

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

Transportation of Dangerous Goods (TDG) Certificate; Driver's License (Class 3 or D); Air Brake (Z) Endorsement

### Documentation Knowledge

Accident or incident reports; Maintenance and repair reports; Inspection report (pre-trip, en-route, post-trip)

### Experience

3 years to less than 5 years

### Additional Skills

Address customers' complaints or concerns; Professionalism in customer service

### Weight Handling

Up to 45 kg (100 lbs)

### Specific Skills

Transport and handle dangerous goods; Load and unload goods; Receive and relay information to central dispatch; Record cargo information, hours of service, distance travelled and fuel consumption; Perform pre-trip, en route and post-trip inspection and oversee all aspects of vehicle

### Security and Safety

Driving record check (abstract)

### Own Tools/Equipment

Steel-toed safety boots

### Transportation/Travel Information

Valid driver's licence

### Work Conditions and Physical Capabilities

Repetitive tasks; Physically demanding; Attention to detail; Sitting; Overtime required

### Type of Trucking and Equipment

Liquid bulk



## Transportation/Travel Experience

Local

## Personal Suitability

Effective interpersonal skills; Team player; Reliability; Organized

## How to Apply

By e-mail:

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

Job URL

<http://dowlerkarn.com/>

Advertised until:

2016-12-15


LINK:

<http://www.jobbank.gc.ca/jobposting.do?cty=35522&pcd=ON&wid=px&sort=D&id=21828258&source=searchresults>

## General Farm Worker - Highline Mushrooms

Posted on November 28, 2016 by **Employer Details - [Highline Mushrooms](#)**

### Job Details

- Location Kingsville, ON
- Salary \$14.00 hourly for 40 to 48 hours per week
- 5 Vacancies
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Benefits: Medical Benefits, Dental Benefits, Group Insurance Benefits, Life Insurance Benefits, Pension Plan Benefits, Vision Care Benefits, Other Benefits
- Employment conditions Employment Conditions: Day
- Job no.541863
- Source  Job Bank

### Job requirements

Languages

English

### Education

No degree, certificate or diploma

### Experience

No experience

### Specific Skills

Operate and maintain farm machinery and equipment

### Work Site Environment

Outdoors

### Work Conditions and Physical Capabilities

Work under pressure; Handling heavy loads; Physically demanding; Attention to detail; Combination of sitting, standing, walking; Standing for extended periods; Bending, crouching, kneeling; Tight deadlines

### Work Location Information

Rural area

### How to Apply

By e-mail:

[hiringnow@highlinemushrooms.com](mailto:hiringnow@highlinemushrooms.com)

By fax:

(519) 326-7222

In person:

2646 Division Road N, Kingsville, Ontario, N9Y2E5

from 8:00 to 17:00

**Job Location:**

2646 Division Road N

**Advertised until:**

2016-12-28


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?cty=23272&pcd=ON&wid=px&sort=D&id=21825850&source=searchresults>

**Journeyman/Woman Construction Electrician - Ideal Power & Control Inc**

Posted on November 28, 2016 by **Employer Details - Ideal Power & Control Inc**

**Job Details**

- Location Leamington, ON
- Salary \$25.00 to \$28.00 hourly for 44 to 60 hours per week
- 3 Vacancies
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Employment conditions Employment Conditions: Morning
- Job no.539792
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

Other trades certificate or diploma or equivalent experience

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

Electrician Trade Certification

**Equipment and Machinery Experience**

Motors and controls; Generators and turbines; Conventional electrical devices

**Experience**

5 years or more

**Additional Skills**

Supervise other workers; Instruct apprentices

**Security and Safety**

Driving record check (abstract); Basic security clearance

**Own Tools/Equipment**

Tools; Steel-toed safety boots

**Work Site Environment**

Outdoors; At heights

**Transportation/Travel Information**

Own transportation

**Work Conditions and Physical Capabilities**

Handling heavy loads; Physically demanding; Attention to detail; Overtime required

**Work Location Information**

Various locations

**Personal Suitability**

Effective interpersonal skills; Team player; Organized

**How to Apply**

By e-mail:

[dswiderski@idealpower.ca](mailto:dswiderski@idealpower.ca)

**Advertised until:**

2016-12-28


**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?cty=39341&pcd=ON&wid=px&sort=D&id=21828272&source=searchresults>

**Truck Driver - Superior Engineered Wood Products**

Posted on November 25, 2016 by **Employer Details - Superior Engineered Wood Products**

**Job Details**

- Location Amherstburg, ON
- Salary \$18.00 to \$24.00 hourly for 40 hours per week
- 1 Vacancy
- Terms of employment Permanent Full-Time
- Start date As soon as possible
- Benefits: Medical Benefits, Dental Benefits, Group Insurance Benefits, Life Insurance Benefits
- Employment conditions Employment Conditions: Day
- Job no.541756
- Source  Job Bank

**Job requirements**

Languages

English

**Education**

No degree, certificate or diploma

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

Driver's License (Class 1 or A); Air Brake (Z) Endorsement

**Documentation Knowledge**

Accident or incident reports; Trip reports; Maintenance and repair reports; Inspection report (pre-trip, en-route, post-trip); Driver logbook; Bill of lading

**Experience**

3 years to less than 5 years

**Communication Systems Experience**

Citizens band (CB) radio

**Additional Skills**

Professionalism in customer service

**Weight Handling**

More than 45 kg (100 lbs)

**Specific Skills**

Perform emergency roadside repairs; Pay and receive payments for goods; Drive lighter, special purpose trucks; Operate and drive straight or articulated trucks to transport goods and materials; Tarping and ensuring safety and security of cargo; Oversee condition of vehicle and inspect tires, lights, brakes, cold storage and other equipment

**Security and Safety**

Bondable; Driver's validity licence check; Driving record check (abstract); Medical exam; Drug test; Criminal record check; Basic security clearance

**Own Tools/Equipment**

Steel-toed safety boots; Cellular phone

**Transportation/Travel Information**

Valid driver's licence; Drive manual transmission vehicle

**Work Conditions and Physical Capabilities**

Physically demanding

**Type of Trucking and Equipment**

Tractor-trailer; Flatbed; Tractor-trailer A train

**Transportation/Travel Experience**

Local; Short-haul

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

[helenw@superwood.ca](mailto:helenw@superwood.ca)

**In person:**

111 St. Arnaud Street, Amherstburg, Ontario, N9V2N9

from 8:00 to 16:00

**Job Location:**

111 St. Arnaud Street

**Advertised until:**

2016-12-25

**LINK:**

<http://www.jobbank.gc.ca/jobposting.do?cty=39335&pcd=ON&wid=px&sort=D&id=21814917&source=searchresults>