

Production Clerk

Are you a detail oriented, organized and analytical person? Would you like to be cross trained in our Supply Chain Department? If your response is yes, please keep reading!

Metalumen Manufacturing is looking for a positive and organized Production Clerk who will support our growing with the Supply Chain Department. To apply, you can send your resume to hr@metalumen.com

About Metalumen

Metalumen is a family owned company located in Guelph that has been designing, engineering, and manufacturing lighting solutions since 1977. Our products are customized and up to 97% system recyclable. We are committed to a culture based on communication, collaboration, product excellence, on-time delivery, and customer and agent satisfaction.

By applying for this position, you may have the chance to work as part of our family. We are constantly improving our processes to provide the best for our employees. We understand that our customers' satisfaction is the reflection of our employees' happiness.

Main Duties

If selected, you will work in a variety of duties that include:

- Review traveler packages and ensure all drawings, bill of material, labels, and other information are accurate and complete to start production
- Print labels and ensure that the information and quantity are accurate
- Generate material and labour reports according to Supply Chain Manager request
- Organize files and data
- Support Inventory Control Coordinator in organizing and maintaining inventory up to date
- Support the Department in purchasing
- Other tasks required for Supply Chain Manager

Requirements

- Secondary Education
- Material Control Knowledge
- Attention to detail
- Excellent attendance
- Time management

Benefits

- Health and Dental after probationary period – 3 months
- Pension Plan after one year of employment

Start rate of pay: \$ 40,000.00/year

Please send your resume to hr@metalumen.com

In accordance with the Accessibility for Ontarians with Disabilities Act and Ontario Human Rights Code, Metalumen is committed to providing inclusive and barrier free recruitment and selection process. Please notify Human Resources of any accommodations you may require.