



Position Description

Title: General Labourer

Location: Alexandria, Ontario

Department: Manufacturing

Hours of Work: 11:30pm to 7:30am (Sunday to Friday)

The Role:

Supporting the Alexandria, Ontario location, the post-holder will need to be efficient, must take pride in the work being completed, must have an eye for detail and be comfortable asking questions. Individuals in this position must work cooperatively and productively with other Associates in order to complete required workload. Individuals must always follow Alexandria Moulding safety policies and procedures.

Main Duties and Responsibilities:

- Efficiently pick customer orders ensuring the correct number and products are accurate.
- Band, wrap and tape product, as needed.
- Transport orders to shipping locations.
- Operate material handling equipment in a safe, responsible manner and ensuring that all safety pre-inspection checks are completed before use.
- Correctly document and label all orders, including orders, packaging details, shipping labels, etc.
- Able to work in a fast-paced environment with high attention to detail.
- Ensure product quality assurance.
- Maintain a clean work area and work in a manner that ensures your safety and the safety of everyone around you.
- Knows safety procedures and works safely.
- Perform other duties, as assigned.

Skills and Competencies:

- Basic Computer Skills
- Ability to lift up to 50 lbs. occasionally
- Thorough and Detail-Oriented
- Mechanically Inclined
- Comprehension
- Communication proficiency



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- Self-Motivated
- Organizational skills
- Familiar with the lock-out/Tag-out procedure

Required credentials:

- High School diploma or equivalent.
- Minimum of one (1) year experience.
- Forklift experience would be considered an asset, but not required.
- Must have basic math and analytical skills.
- Must be computer literate.
- Self-starter, pro-active and able to take initiative.

Job Type: Permanent

Salary: \$ 20.23 per hour

Benefits:

- Dental care
- Extended Health Care
- Group Insurance Benefits
- Life Insurance Benefits
- Pension Plan Benefits
- Vision Care Benefits
- Free On-Site Parking

Interested candidates must submit their cover letter and resume to:

tbourget@alexmo.com

We thank all applicants, however only those who qualify will be contacted. Alexandria Moulding is an equal opportunity employer and will reasonably accommodate applicants with disabilities; please advise us if you require an accommodation during the selection process.