

RIDGEWOOD™

Ridgewood is a subdivision of Ameriwood Home, a division of the Dorel Home segment of Dorel Industries, who specializes in domestically manufactured and imported RTA furniture sold through the brick & mortar sales channel throughout the United States and Canada. For our Cornwall facility, we are searching for a:

PRODUCTION CONTROL ASSISTANT

The incumbent is responsible for production data flow, entry and analysis. The incumbent will also assist in the optimization of business processes that impact reliability and production efficiency. Also, the person will be strongly encouraged to use their analytical and problem-solving skills to challenge status quo and contribute to the continuous improvement initiative.

POSITION DETAILS

- Prepares source data for data entry for the plant production.
- Resolve deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Maintains operations by following policies and procedures as well as, reporting needed changes.
- Verifies entered data to ensure complete and accurate inventory levels are maintained.
- Issue and release work orders as needed.
- Reconciling manufacturing orders to closed status.
- Gather and review weekly production metrics and performance.
- Assist accounting with ad hoc requests.

EDUCATION & EXPERIENCE

- College diploma is an asset with related experience - Manufacturing environment preferred.
- General understanding of product structure & routings considered an asset.
- Experience in an administration position.
- Analytical and problem-solving skills.
- Proficient in the use of Office 365 suite (Especially Excel) and ability to learn new systems.
- Bilingual English/French is an asset.

Ridgewood Industries is an equal opportunity employer. Should you require accommodation during the interview process please advise so proper arrangements can be made.

Bring your resume at the plant and we will build our future together, one piece of furniture at a time.

Ridgewood Industries

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Apply online:

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