

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 an office professional who is motivated to join our production reporting team as a:

PRODUCTION CONTROL CLERK

POSITION DETAILS

- Receive and sort daily production paperwork from the plant
- Process daily production data
- Record inventory adjustments
- Reconcile and close manufacturing orders
- Investigate, solve material and labor discrepancies
- Report material substitutions
- Collaborate with plant personnel to ensure production data is accurate

EDUCATION & EXPERIENCE

- High School diploma + data entry experience (Manufacturing environment preferred)
- Experience in an administration position considered an asset
- Mathematical skills
- Strong analytical and problem-solving skills
- Attention to detail is imperative
- Proficient typing skills
- Strong communication and team building skills
- Proficient in the use of Office 365 suite
- Bilingual English/French (Verbal) 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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By fax: 613 937-3446

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Apply online:

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