

About the ERA group

ERA Group Inc. is one of North America's leading manufacturers of hangers, kitchenware, winter toys, seasonal shovels, and garden tools. For over 35 years we have been providing our customers with innovative products of exceptional quality. As a high volume North American manufacturer, we are committed to providing innovative and environmentally friendly plastic products to ensure our customers' success.

Responsibilities

- Assist the Production Supervisor with the following tasks:
- Follow up on work orders assigned by the supervisor (work order);
- Carry out administrative tasks (ensure the workstation, components, etc.)
- Ensure the smooth running of the production;
- Ensure communication with the production employee;
- Verify the proper functioning of the production (packaging, labeling, calibrating the products,
- Monitor the reject rate and report information to the supervisor;
- Verify that the components are available at the beginning of the shift and verify their location;
- Follow up on the in and out inventory transfer sheet, depending on production and share communication with the warehouse manager;
- Make sure to keep his space, including his workstation clean;
- Assign personnel (absence of supervisor);
- Production report (absence of supervisor);
- Ensure the compilation of the report after the shift (absence of supervisor);
- Send attendance list (absence of supervisor);
- Clean and ensure workstation is kept clean;
- Cleaning of equipment;
- All other related tasks.

Skills required:

- Bilingual;
- Computer skills (Office Suite);
- Initiative and analytical skills;
- Ability to work independently and perform tasks autonomously;
- Excellent physical capacity;
- Good communication and problem-solving skills;
- Ability to work in a team environment.

Desired Qualifications:

- Manufacturing experience;
- Compliance with health and safety principles and company procedures.

Work Schedule :

- Full Time ;
- Night Shift

What we offer :

- Full-time and permanent position ;
- competitive salary ;

- Parking available ;
- Accessible by public transportation with buses #164, #177, #215 ;
- Medical and paramedical insurance ;
- Life insurance ;
- Annual leave ;
- Sick leave ;
- Employee discounts.