



1050 Copperstone Drive, Pickering ON L1W 3V8  
TEL: 905-428-3843 FAX: 905-428-3847

Labelcraft Products is a label and promotional products printer in business since 1967. We offer:

- ✓ Pickering location (perfect for those living in Durham or in the East End of the GTA who don't want long commutes)
- ✓ Competitive wages
- ✓ Health Benefits
- ✓ A small family operated team based environment.

Labelcraft is currently looking to hire an Operations Manager.

### **Summary**

The Operations Manager plans, coordinates, organizes, and controls production and resources within print manufacturing operations. The Operations Manager's main responsibility is to ensure the efficient production of goods and services to deliver the right Costing, Safety, Quality, Delivery, Purchasing, Inventory and Productivity. The Operations Manager is responsible for producing high quality goods on time to meet the demands of the customer.

### **Primary Responsibilities and Duties**

- Create operator work schedule and oversee production, communicate, determine issues, resolve issues, ensure quality and that deadlines are being met.
- Manage purchasing of all stock and supplies.
- Maintain all production control records and ensure that resolutions are determined, recorded and communicated.
- Ensure all production resources are in stock when required, ensure minimal waste and spoilage and that accurate inventories are being kept.
- Complete all Client Quote requests on a daily basis, maximum 12 hour turnaround.
- Promote team work and effective communication within the Production team including conducting regular team meetings
- Work closely with Sales, Customer Service and the Owner in order to ensure everyone is in the loop on any deviations from the Production Schedule.
- Head up Health and Safety committee and ensure all Health and Safety, WHMIS and WSIB requirements are consistently being met

- Manage the need for additional/outside resources including maintenance, temporary staff, and outside packaging.
- Additional tasks as determined.

This is a great opportunity for someone who has successfully graduated from the Ryerson Graphic Communications Management Program and has experience in Flexo and Digital print production to move into a Senior Management role.

We recently had two employees retire after 40+ years with us who will always be part of the Labelcraft family. We think this speaks volumes for the work environment we offer here.

Give us a call 905-428-3843 or submit a resume to [stomlinson@labelcraft.ca](mailto:stomlinson@labelcraft.ca), we'd love to talk to you about what we have to offer!

Shannon Tomlinson

HR Manager

905-428-3843 ext 224

[stomlinson@labelcraft.ca](mailto:stomlinson@labelcraft.ca)