

Job Description

Brofort Inc. 1500 Creditstone Rd, Vaughan, On, L4K 5W2.

Job Description: Packing & Shipping Operator

Job Duties

Purpose & Scope: To ensure timely and efficient production of packing and shipping signage and print while maintaining priorities based on deadlines. To gain a full understanding of the procedures and guidelines required for packing and shipping.

Hours & Location:

- Full/Part time hourly - Based on shift schedule (Range \$14 - \$16, commensurate with experience)
- Based out of Vaughan, 1500 Creditstone Rd

Duties & Responsibilities:

- This position will work closely the Brofort Print Solutions team to ensure all jobs are packed on time and according the company guidelines.
- Leading part time and temporary associates in the packing and fulfilment of packages.
- Ability to prioritize to-do lists and to manage floating daily objectives based on urgency and importance
- Complete necessary reports and support of daily output metrics and recurring issues.
- Ensure the daily flow of jobs are executed with flawless quality while achieving deadlines.
- Complete waybills (Purolator/Fed-Ex/UPS) and reconcile shipping manifests.
- Ensuring a safe and healthy operating environment in the creative, production, finishing and packing areas.
- Working collaboratively with team members to achieve company objectives while maintaining a positive morale.
- Other duties as requested
- Communication & Organization
 - Creating, modifying, and proofreading e-mails to clients and vendors
 - Maintaining project workback schedules with Smartsheet specifically with regards to shipping and fulfilment aspects of a job..
 - Ability to prioritize to-do lists and react to urgency.
 - Interacting/dealing with team members, suppliers and customers via telephone and/or email.
 - Coordinating job details and process with print production team to meet deadlines and quality as per customer expectations
- Creating, modifying Excel spreadsheets (in MS Excel and Google Docs).
- Internet researching to get best prices and services from alternative suppliers.
- Weekly, keep docket, and additional papers organized.
- Monthly, count and maintain inventory levels of materials and supplies.
- Occasionally conducting quality control checks on packaged and printed materials.
- Other duties as requested.

Supervision:

Received: Supervised by the Print Production Supervisor.

Given: Will assist with cross-training of new print production operators.

Working Conditions:

The incumbent works primarily in the print production rooms within the print facility. Activity in the warehouse and/ or print room, will be necessary, where the incumbent may be exposed to limited levels of dirt, dust, noise and fumes. The incumbent is responsible for wearing safety shoes as well as safety gloves and safety glasses as required.

Physical/Cognitive Requirements:

Usual: Operating knowledge of google docs. Strong knowledge of operating procedures, software and abilities of packing equipment and/or process.

Occasional: In exercising these functions the incumbent must be able to exert up to 50 lbs. of force occasionally to move objects

Skill & Capabilities Required

Education:

Required: High School Diploma

Preferred: College/University Degree with a focus of Print

Experience:

Required: One to three years of experience in a manufacturing facility

Preferred: A thorough knowledge of a print environment.

Hard Skills:

- Technical
 - Ability to operate computer based systems with web access and windows based software.
 - Ability to perform basic maintenance and ensure uptime on all equipment.
 - Knowledge of packaging and packing guidelines and expectations.
- Product knowledge - Types of signage and products we sell
 - Understanding the workflow process
 - Interior vs exterior signage
 - Print and marketing collateral
 - Pick, pack and shipping
 - Creative design & preflight
 - Installations
- Material knowledge - Rigid/Roll Material
- Shopvox
 - Signing In and using reports
 - Entering in job gates and updating notes

Soft Skills:

- High level of attention to detail
- Dependable and flexible
- Good communication skills, both written and spoken
- Lateral thinking problem solver
- Self managed priority setting
- Follow up and follow through with customers and internal team members

If you are interested in the position, please email your resume to mmartinez@brofort.com

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