

## PACKING SUPERVISOR (Midnight Shift)

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| INDUSTRY      | TYPE    | COMPANY SIZE        | FOUNDED |
|---------------|---------|---------------------|---------|
| Manufacturing | Private | 250 – 300 employees | 1953    |

“Whatever it takes. Our people are driven to succeed” – *Bob Peacock, President, ALMAG Aluminum*

Recognized as one of Canada’s Best Managed Companies, ALMAG understands that true customer satisfaction comes from delivering an exceptional service and a superior product. Our goal is to provide Customers with peace of mind knowing that quality products, short lead times and customer satisfaction is our top priority through all four pillars of service — Design, Extrude, Fabricate and Finish. We believe in building strong relationships around reliability and ownership which go hand-in-hand with our core values; respect and fairness, humility, passion for progress and ownership. Recognizing that people create culture, our core values are fundamental drivers of our workplace environment.

### JOB DESCRIPTION

Directly responsible to the Warehouse Manager. Must communicate with the Shipper and Receiver. Functionally responsible with all members of the packing crew concerning day to day packing matters.

#### Key Responsibilities

- Start each shift on time and ensure all team members are present and assigned work in order of priority to meet on time delivery.
- Communicate with other supervisors regarding issues from shift to shift.
- Organize and pack material according to the planned pack/shipping list.
- Route applicable work orders to Fabrication department.
- Drive the forklift to load and unload trucks when necessary.
- Oversee staging of material in the link according to ship to address.
- Route all work orders for material packed to the Shipping office.
- Ensure the packers have a list of jobs to be packed according to due date and priority sequence.
- Oversee packers follow specific packing instructions as directed by sales or customer

- Ensure Proficiency with Epics and Company's routing process followed.
- Ensure QA receives samples for outside testing.
- Ensure QA receives work orders for new and replacement dies tested.
- Route incomplete orders to Scheduling.
- Ensure compliance with all quality related policies, procedures and system requirements.
- Ensure Pack Stocked material is placed in correct BIN location as assigned.
- Ensure material is placed in correct designated racks (Stock/Finished goods).
- Ensure pull stock orders are filled from correct stock order numbers.
- Promote continuous cross-training and process improvement with-in team.
- Ensure compliance to all quality & safety related policies, procedures and system requirements.
- Perform annual employee reviews.
- Perform other related duties as assigned.

## **DESIRED SKILLS AND EXPERIENCE**

### **Experience**

- 1 year of experience in shipping/receiving.
- 2 years of experience in a supervisory role in a manufacturing environment.
- Must be able to read and write and be familiar with shipping and receiving procedures.
- Forklift certificate required. Safe forklift driving record is a must.
- Candidates should have a minimum of 3-5 years production experience in an industrial environment.
- Must have good team building and motivational skills.
- Should have a good command of English, written and oral.

### **Education**

High School and relevant production experience is desirable.

## **MORE ABOUT ALMAG**

Since 1953, ALMAG has built a reputation as an industry leader in extruding high-visual, tight tolerance, complex, thin-walled, lightweight and precision aluminum extrusions. Pushing the limits of industry standards, ALMAG is capable of providing Solutions to some of the most complex designs by combining its skills, knowledge and experience with engineering to deliver best in class, quality Solutions with the industry's shortest lead times.

### **Benefits ALMAG Aluminum offers their employees include:**

- Health and dental
- Life AD&D
- Long-term disability
- Critical illness insurance
- Vision
- Employee Assistance Program
- Health spending account
- Profit sharing
- Gym memberships – wellness programs
- Education assistance program
- Monthly social committee activities