



POSITION OPPORTUNITY

If you are interested in applying for the following position or would like more information, please contact Human Resources.

OR REFER A FRIEND, RELATIVE, NEIGHBOUR AND EARN \$1000 (IF HIRED)

POSITION: TEAM LEADER - UPHOLSTERY B and C
LOCATION: AHRENS
HOURS: MONDAY - FRIDAY (7:00am - 3:30pm)
REPORTING TO: ANIL PATHAK

The Upholstery Team Leader will provide leadership to staff in production of quality products, parts and service and will consistently meet the goals of the organization.

RESPONSIBILITIES:

- **Production** – Ensures production schedules are met through planning (short and long term), maximizing efficiencies and utilization, ensuring adequate staffing and prioritizing orders. Solves day-to-day problems and follows-up on current issues, as required.
- **Quality** – Knows and maintains company quality standards in all facets of the operation of the department. Communicates quality standards to staff members.
- **Leadership** – Motivates staff to ensure job satisfaction and performance, through open communication, consistency in policy application, training/cross-training, job involvement, and opportunity for advancement, where appropriate. Resolves conflicts and participates in disciplinary hearings, as required. Supports all company policies and procedures.
- **Safety** – Responsible for the safety of all departmental staff and persons entering the department pursuant to the OHSA. Maintains a safe working environment for staff at all times, through adherence to OHSA and Company safety policies. Maintains knowledge regarding new technology and legislation (OHSA) within the industry.
- **Continuous Improvement** – Generates ideas/suggestions such as methods/efficiency/equipment improvements, alternate routings, and cost reductions, etc. Willingness to take courses to enhance leadership skills, if required.
- **Administrative** – Completes required paperwork/input to computer including vacation approval, time and attendance authorizations, production reports, etc.
- **Team Work** – Works collaboratively interdepartmentally within all areas of the business.

REQUIREMENTS:

- Post-Secondary diploma or equivalent.
- Previous leadership/supervisory/safety training would be an asset.
- Knowledge of Upholstery and Woodworking are strong assets
- Basic blueprint reading and computer skills are required.
- Strong communication and organizational skills are required.
- Proficient in Microsoft Office.
- Ability to plan, organize and prioritize effectively.
- Must be driven and have the ability to respond to various and unplanned situations with a high level of sense of urgency while maintaining a calm demeanour.

Salary Level: 8

POSTED: April 28, 2022

POSTING CLOSING: May 4, 2022

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