



## 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)**

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**POSITION: LEAD HAND, UPHOLSTERY C**

**LOCATION: AHRENS STREET FACILITY**

**SHIFT: MONDAY – FRIDAY 7:00 AM - 3:30 PM**

**REPORTS TO: UPHOLSTERY TEAM LEADER**

### RESPONSIBILITIES:

- Assists Team Leader in directing activities within the upholstery department, while still working on own production.
- Sets up work for Upholsterers.
- Assisting with the management of the production schedule, resolving daily production and quality issues.
- Communicate daily with staff, team leader and interdepartmentally with other Team Leaders and Plant Management.
- Assess priorities within the department, plan to meet production deadlines and goals.
- Know and maintain company quality standards. Communicate quality standards to staff members.
- Maintain a safe working environment for staff at all times, through adherence to OHSA and company safety policies.
- Back up for Team Leader during any absence.
- Other duties as assigned.

### REQUIREMENTS & ASSETS:

- Ability to lead team by example & with a positive attitude.
- Thorough knowledge & understanding of department positions & duties and/or ability to learn.
- Strong communication skills – verbal & written.
- Effective problem solving & decision-making skills.
- Ability to plan, organize and prioritize.
- Results oriented.
- Flexibility required for overtime, as needed.
- Previous leadership/supervisory/safety training, an asset.
- Willing to participate in Continuing Education for future advancement opportunities.
- Proficiency in Microsoft Office.
- Grade 12 education and/or equivalent experience.

**LEVEL: Applicable Upholsterer Rate**

**ALLOWANCE: \$1.00/HR**

**POSTED: April 28, 2022**

**POSTING CLOSES: May 4, 2022**

**K4517AA**