



Job Description

Job Title:	Operations Associate
Reports To:	Production Manager
Location:	Richmond, B.C
Date:	2010-03-02

Purpose/Role

(A brief description of the primary responsibilities for which the employee is accountable)

To support the Production Manager with data entry, cost analysis of goods, supplier sourcing, purchasing with the focus of increasing manufacturing and operational efficiencies as well as various other day-to-day tasks while working in accordance with the Quality Management System.

Position Description

(A listing of the deliverables to be accomplished, including specific duties/activities that make up the job)

- Purchasing material, equipment and supplies from suppliers
- Ensuring material inventory levels are adequately maintained
- Supporting the Production Manager with cost analysis of goods, supplier sourcing and increasing manufacturing efficiency
- Providing assistance with quality assurance and quality control systems
- Entering data
- Other duties as required

Qualifications

(Represents the desired qualifications but may not reflect the employee's existing qualifications)

Education:

- Post secondary education (preferably in a relevant discipline)

Experience:

- Minimum of 2 years experience in a manufacturing environment

Skills:

- Good computer skills (preferred experience with an operating system)
- Knowledge of Visual Manufacturing Entry (preferred, but not required)
- Multi-tasker with the ability to prioritize and problem solve
- Good communication and organizational skills
- Team player with a sense of humor