

Manufacturing Support

Calgary, AB

Founded in Edmonton in 1990, Hi-Tech Seals is a leading Canadian seal, gasket, rubber and plastic component distribution and manufacturing company, with a longstanding commitment to customer service. Our staff works closely with customers to find the best solution for sealing needs. We offer an extensive line up of seals and seal related products, along with custom manufacturing capabilities to meet our customer's needs. Over our 29 years in business we have grown to multiple locations across Canada and the United States. We pride ourselves on providing superior customer service and products that go beyond our customer's expectations.

At Hi-Tech Seals our people are a key competitive advantage. We are committed to the professional development and education our employees and offer over fifty in-house training courses. In addition, Hi-Tech Seals encourages external training programs to achieve certifications, diplomas, degrees, and other beneficial courses to aid in employee's advancement in their career and the company.

Join a company that excels in developing and empowering employees to reach their potential.

Position Synopsis:

This full-time position is responsible to ensure proper workflow of manufacturing jobs.

Primary Responsibilities:

- Process incoming machining POs from sales in E2
- Complete standard profile quotes and generate job travelers in E2 when order has been accepted
- Scheduling in E2 including review of overdue jobs and POs
- Do final inspection on finished products
- Route and create parts in E2 as needed
- Double check received material, put away, and prepare/ chuck Billets for WOs
- Manage inventory including cycle count, adjust, and record the waste material in E2
- Spliced and vulcanized tasks including SV O-rings, splitting, and deburring (other duties as required)
- Assist our kitting dept.
- Trimming of seals as required
- Machinist experience considered an asset.

Education and Experience:

1+ years of seal industry experience. High school diploma and/or posts secondary education in manufacturing or other industry related discipline.



Characteristics and Competencies:

- Reliable
- Maintain good work ethic
- Excellent written and verbal communication skills
- Critical thinking skills
- Strong organizational skills
- Proficient in computer skills
- Knowledge of E2 Shop Software
- Ability to learn quickly and with ease

Interested applicants should submit their application online or to Tanya Brinkworth, Human Resources, Hi-Tech Seals Inc., 9211 – 41 Avenue NW, Edmonton Alberta T6E 6R5 or email hr@hitechseals.com

Visit our website at <http://www.hitechseals.com/careers>

