

Production Assistant

Edmonton, AB

Founded in Edmonton in 1990, Hi-Tech Seals is a leading Canadian seal distribution company, with a longstanding commitment to customer service. The Company's technical sales staff works closely with customers to find the best solution for sealing needs. We provide a complete line of sealing products, along with molded rubber, cast urethane, gaskets, plastics, ceramics, and tungsten carbide parts as well as custom machining to meet our customer's needs. In over 24 years Hi-Tech Seals has grown to five locations across Canada and one location in Texas providing products that perform beyond the customer's expectations.

With over fifty in-house training courses we have exhibited our commitment to educate our employees to aid in their professional development and career growth. In addition, Hi-Tech Seals supports external training programs for software, designations and other beneficial courses to help employees advance. At Hi-Tech Seals our people are a key competitive advantage.

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

Position Synopsis

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

Main Responsibilities

- Process all incoming machining POs from sales in E2
- Complete standard profile quotes and generate job travelers in E2 when order has been accepted
- Review overdue jobs and POs in E2
- 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)
- Trimming of seals as required

Education and Experience





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

Characteristics and Competencies:

- Excellent written and verbal communication skills
- Critical thinking skills
- Strong organizational skills
- Proficient in computer skills
- Knowledge of E2 Shop Software

Interested applicants should submit their application to Andrea Haines, 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>

