

JOB DESCRIPTION:

Production Administrator

OVERVIEW:

The Production Administrator support the Production Team by acting as a liaison person for Project Coordinators/Project Managers and Production Operations. Day to day roles include:

- Responsible for posting Production Sheets on shop floors, and revise posting of Production Sheets as it occurs
- Printing cut sheets, reports, labels, creating packages for production operations to produce products accurately
- Check for errors and correct errors as required

Other function include:

- Cross training with other team members to improve departmental flexibility
- Communication with Project Coordinators/Project Managers to verify all information is correct and clear
- Organize reports and labels and transporting these items to the production floor as needed.
- Data entry of performance data for production operations.

QUALIFICATIONS:

- Eligible to work in Canada
- Detail-oriented with strong technical, analytical, and organizational skills
- Able to work efficiently and effectively under pressure and tight deadlines while maintaining a positive attitude
- Above average written/verbal communication skills and interpersonal skills
- Good analytical skills with ability to multitask
- Excellent time management skills
- Self-motivated, resourceful with great rational thinking skill and able to work effectively in a team-oriented environment
- Strong numerical and geometric skills
- Minimum High school Diploma; strong excel, word and math skills

WHAT WE OFFER:

- An opportunity to make your mark in a well-established but growing company that is focussed on helping the construction industry achieve higher performing buildings
- Competitive salary and benefits program
- Continuous training and opportunities to learn with a knowledge-based company that is at the forefront of the green building movement

The role is based in the head office in Langley, BC working Monday-Friday full-time.

To apply, please send resume and cover letter to bjohnson@cascadiawindows.com