

Shop Assistant

BOJAK is a manufacturer of large-scale material handling systems for the automotive, food packaging, and sterilization industries. The ideal candidate will enjoy a demanding fast-paced environment requiring high levels of multi-tasking in a team setting.

REPORTS TO

Operations Manager, BOJAK Manufacturing

PRIMARY RESPONSIBILITIES & DUTIES

- Shop cleaning and organization
- Shipping and receiving
- Paint and wash parts
- Inventory counting
- Use basic hand tools to assemble components correctly as per engineering drawings
- General servicing modifications, maintenance and necessary repairs
- Able to travel both domestically and internationally if required
- Help with on-site installations
- Working at heights will be necessary
- Be able to work on holidays and weekends if required

ACCOUNTABILITIES AND PERFORMANCE MEASURES

- Comply with all build practices and processes
- Perform work in a manner consistent with plant safety, housekeeping standards, and quality checks
- Comply with Health & Safety policies and procedures
- Maintain an excellent attendance & punctuality record

QUALIFICATIONS

- Must be able to work well in a team environment and can take direction
- Must have experience working with hand tools, shop tools and must use equipment in a safe manner
- Licensed Forklift Operator considered an asset
- Able to lift and carry heavy objects
- Experience with fabrication, welding, and assembly of machinery considered an asset
- Can multi-task and work in a fast-paced environment
- CPIC will be required
- Valid passport and driver's license required

Please submit your resume and cover letter to: careers@bojak.com