



JOB POSTING

FLEXIBLE PACKAGING POUCH CONVERTING LINE ASSISTANT

\$17-\$18/hour, based on experience

Full-Time, Permanent, Entry-Level

DEADLINE: 06/30/2020

LOCATION: 1-5295 John Lucas Dr, Burlington, ON L7L 6A8

HOURS: This position is scheduled from 7am-7pm, 4 days per week, which may differ slightly during training.

Job Description

Do you enjoy teamwork, quality assurance and packing products to be shipped out to customers? Do you enjoy learning new skills and have the desire to grow in your position? Do you like working on machines and ensuring quality results each and every time? If yes, ROOTREE is looking for you! Our Flexible Packaging Pouch Converting Machine Assistant is responsible for checking products as they come off the line, assisting the operator with any tasks requested and learning the overall operation of our pouch converting lines. As the last step of the manufacturing process, this role requires extremely close attention to detail and a drive to provide optimal products for our clients.

Skills & Experience

- Machine operation experience an asset;
- Quality assurance experience an asset;
- Previous experience with ERP systems an asset;
- Impressive attention to detail required;
- Willingness to work with a team to ensure production quotas are made;
- Communication with all team members to ensure problems are addressed immediately;
- Consistent and efficient approach to all work, a must.



Responsibilities

- Assist at the end of the pouching line to collect, bundle and box completed pouches
- Inspect and conduct quality control checks on pouches
- Assist on pouching machine where required
- Complete sanitation practices on machines
- Operate valving machine, applying valves to completed pouches
- Work at a speed that maintains our daily quota, while maintaining superior quality
- Communicate effectively with team members
- Display a keen eye for detail, watching for quality issues on completed products
- Maintain various reports, compliance paperwork, and work logs
- Follow appropriate naming conventions, shorthand, and notes to complete logs
- Keep a clean, organized, and safe work area
- Work as part of the team to ensure efficiency on the various lines, helping out where needed
- Develop and maintain professional relationships
- Taking an active learning role for company product knowledge and allowable variances
- Learn various aspects of the pouching line to work towards being able to set up machines for various types and sizes of flexible packaging, based on various specifications

About Rootree

ROOTREE is Canada's leading manufacturer of environmentally responsible flexible packaging. Operating as one efficient, integrated system, we offer many services under one roof; our main branches include Creative Services, Flexible Packaging (manufacturing), and Contract Packing.

On behalf of our family, our community, and our planet, we work every day to reshape the packaging industry. We are continually investing in green technologies



and adopting sustainable manufacturing procedures that allow us to produce with up to 75% less waste than our conventional competitors.

ROOTREE is in an exciting time of growth! We have recently amalgamated our office and manufacturing facility in a new head office in Burlington, and it is Bullfrog powered! We are also in the process of designing our brand-new, state-of-the-art, LEED Gold head office in north Burlington, to be constructed within the next two years.

If you're energized by making a real difference as part of a winning team, we want to hear from you!

How to Apply

To apply, please submit resume and cover letter via email to careers@rootree.ca with the subject line PCA2021. Feel free to send other materials that might help you stand out from the crowd.

Thank you for interest in ROOTREE. For the safety of our employees, we are only accepting applications by email. Additionally, only potential candidates will be contacted back for an interview. Follow us on LinkedIn to stay current on our job opportunities.

Please note, our hiring process requires reference checks and a police check. References will be required prior to an offer being forwarded. Police checks are required, if hired, within three weeks of the start date. Please note, police checks are not used to disqualify candidates.

ROOTREE is committed to removing accessibility barriers and meeting legislative requirements under the Accessibility for Ontarians with Disabilities Act (AODA). We are an equal opportunity employer and are committed to providing accommodations should they be required.