



163 Sterling Rd #181, Toronto, ON, M6R 2B2  
(Moving June 1<sup>st</sup> to Eglington & Laird)  
<http://ca.vcultimate.com/>

### **About VC Ultimate**

VC was created by ultimate players in Montreal, Canada in 1998 to fill a void in the market for ultimate apparel. 20 years later, and now headquartered in Toronto, our mission has remained the same: to produce team uniforms and apparel of the highest quality, while living up to our reputation for innovation, great customer service, and active community involvement.

Be part of a team of experts producing the highest quality customized apparel, right here in Toronto, Canada.

**Position Title:** General Project & Production Assistant

### **Responsibilities**

1. Production-related tasks.
2. Inventory handling.
3. General office organization.

### **Hours and Description**

- Part-time employee. 8-16 hours per week.
- Flexible between the hours of 9:00am and 6pm, Monday to Friday. Saturday shifts often available.
- Compensation: \$14/hour for first 4 weeks (8 minimum shifts) at which point a performance review is held and an automatic hourly increase to \$15/hour occurs.

Shift availability: either Monday or Tuesday and either Wednesday or Thursday, with no two shifts on consecutive days.

### **Specific Duties**

#### *Production Tasks*

- Prepare vinyl for application of names and numbers on customized apparel.
- Prepare and organize large format printed papers for production use.
- Operation of a small heat press to apply labels to garments.
- Applying pricing tags to garments.

#### *Inventory Handling*

- Conduct accurate inventory counts of units coming in and out of the office.
- Prepare goods for shipping to events and customers as per VC's standards, under the instruction of our fulfillment coordinator.

#### *General*

- Maintain a safe and clean work environment by keeping shelves, storage areas and workstations neat.

### **Technical Considerations**

Proficiency in Microsoft Office Suite an asset. Onsite training provided.

**Candidate Considerations**

Individuals successful in this role must be team player willing to pitch in help as needed. Candidate must be very focused and detail-oriented and have strong time management skills.

Candidates must be physically able to go up and down stairs, occasionally carry boxes of 20-50 lbs and operate a heat press (small machine requiring the lifting and pressing of a lever).