



VC Ultimate Inc.
General Production & Office Assistant

About VC Ultimate

VC Ultimate is the world's leading producer of premium apparel for Ultimate Frisbee. Product quality and customer service are paramount to VC, a dynamic and expanding business started in 1998 and located in Toronto.

We are seeking a supremely detail-oriented, personable and self-starting individual to join our team. The individual must be an exceptionally motivated and organized team player who can prioritize and manage multiple projects with tight deadlines and competing priorities.

This individual must be excited to gain an expert understanding of VC's products, services and processes and well as become an authority on VC's values and business practices.

Objective

Assist the Production and Fulfillment Teams with the following:

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

Contract Term & Remunerations

- Part-time employee. 8-16 hours per week, flexible between the hours of 9am and 6pm, Monday to Friday.
- Compensation: \$14/hour for the first month and \$15/month after that based on performance.
- The term of the contract is from March till end of August 2020, with possibility of extension.

Responsibilities

Inventory Handling

- Conduct accurate inventory counts of units coming in and out of the office, and in and out of inventory for production and/or fulfillment.
- Prepare goods for shipping to events and customers as per VC's standards, under the instruction of our fulfillment coordinator.
- Review outgoing orders to ensure they meet VC's quality standards. Accurately report problems to the fulfillment coordinator and production supervisor.

Production Tasks

- Custom-cut vinyl picking and paper trimming in preparation for application of names and numbers on customized apparel.
- Operation of a small heat press to apply labels to garments.

General

- Hang and tag event merchandise in preparation for tournament merchandising.
- Maintain a safe and clean work environment by keeping shelves, storage areas and workstations tidy, including updating bin storage in the most efficient way possible to accommodate fluid stock levels.
- Ensure work area meets VC's standards checklist at the end of every shift.

**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, carry boxes of 20-50 lbs and occasionally operate a heat press (small machine requiring the lifting and pressing of a lever).

Position Details

Start date: Immediately.

To apply, email VC at info@vcultimate.com with a cover letter and your resume. Please also include any details regarding your availability and preferred work schedule.