



KHOWUTZUN
FREGRO
TREE SHELTERS

EMPLOYMENT OPPORTUNITY

October 2021

Operations Supervisor

Purpose: We are looking for an employee to join us in our production facility. This position is a senior role reporting to the Chief Financial & Operating Officer. You will be responsible for the smooth operation of the equipment, production, and quality of output. This role will be critical to ensuring an efficient manufacturing process that meets or exceeds customer requirements and expectations.

Responsibilities:

- Daily checklist and maintenance start-up and shut down
- Ensure QuickBooks time is used in a proper manner
- Run reports for QuickBooks time for the management team
- Ordering supplies for the production facility in a timely matter
- When machines break down; work through the process to get the machine fixed
- Know what orders are in the production queue
- Keeping track of finished goods
- Know what orders are on the floor at all times
- Receive deliveries
- Ensure that the workplace is safe
- Operate Automatex machine/bending machine when not occupied with duties listed above
- Other duties as required

Required Skills, Knowledge and abilities:

- Must be able to stand for long periods
- Ability to work independently as well as in a team environment
- Good time management skills
- Ability to plan, organize, and prioritize
- Detail-oriented, proficient, and accurate
- Results-driven
- Must be able to lift 25 lbs. (12 kg) to waist level

Operating hours will be from 8:30 am until 4:30 pm Mondays through Fridays. These hours may vary from time to time, depending on the needs of the operation. This position is a one-year term, and the wage is \$24.44 per hour.

This position will require that they are fully available for ongoing on-the-job training. You will also be required to ensure that your work areas are neat, clean, and orderly at all times. You will also be required to ensure that you perform your duties following all workplace safety guidelines, rules and regulations.

Interested applicants must be a **Cowichan Tribes Member** due to the funding criteria and are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned and position title.

Khowutzun Freegro Tree Shelters is located at:

200 Cowichan Way, Duncan, BC V9L 3Y2

Email: resume@khowutzun.com

Deadline: Until position is filled