



JOB POSTING – January 2022

POSITION: Production Operator / Lead

About Lovable Labels:

Lovable Labels is a growing e-commerce company that designs, manufactures, markets and sells personalized labels to identify personal belongings. We sell directly to consumers worldwide through www.lovablelabels.ca and across North America via fundraisers at schools, daycares, camps and other organizations. In 2020, we entered the retail market through Amazon- We manufacture our labels in-house and are proud to be "Canadian Made". We believe in a continuous cycle of exciting projects that are forward thinking and innovative.

Position Summary:

The incumbent will assume a variety of responsibilities for the production department, ensuring that orders are produced efficiently, without errors and be responsible for the fulfillment centre ensuring that orders are sent out daily.

Qualifications:

- Preferred experience or will train on desktop publishing, prepress production, computer graphics, and large format ink printing.
- Preferred experience or will train how to use laminators, and large format cutters.
- Preferred experience or will train on Adobe Illustrator.
- An ability to operate personal computers and demonstrate proficiency in a networked environment.
- An ability to learn new technologies and assimilate new information quickly.
- Have a physical capability of lifting 30 lbs
- Ability to multitask in a fast-paced environment.
- Flexible, adaptability, have initiative and the ability to work and collaborate in a team environment.

- Strong organizational and interpersonal skills with the ability to prioritize with attention to detail.
- Must have sound knowledge of MS Office suite.
- Strong communication skills (verbal and written).
- Positive attitude who works well in a team environment.

Responsibilities:

- Hands on production of digital printing, laminating, and cutting.
- Working with Adobe Illustrator program to manipulate files for production.
- Working with multiple print programs for production.
- Assist in fulfillment centre with checking, packing, and collating of orders on a daily basis.
- Monitor inventory levels for materials and stocks and order supplies.
- Record and maintain equipment records.
- Check digital files to make sure all the technical aspects of the files or “templates” are in order.
- Participate in the development of training material and internal procedure manual.
- Complete assigned tasks by due dates.
- Train new and summer staff.
- Maintain production equipment and have the ability to troubleshoot production and equipment issues.
- Assists with Customer Service through “chat”, emails, and phone.
- Attend, participate, and contribute to status team meetings.
- Performs other related duties as assigned to support the operations of the company including organizing office and other office and housekeeping duties.

Expectations:

- Act proactively to implement good practices that will help achieve company goals (product quality, decrease costs, excellent customer service, etc.).
- Follow internal processes for efficiency, providing a high level of customer service, reduce errors, etc.
- Provide updates on work progress, special projects, task completion and general feedback to management.

Hours of Work:

Full-time Monday-Friday. Flexibility is required during the months of July through September.

Send CV to: careers@lovablelabels.ca