



As an industry leading corrugated product manufacturer, we at Independent Corrugator Inc. (ICI) are committed to supplying structurally and aesthetically appealing corrugated material within a quick time frame. We are an ever growing and ever-changing company currently seeking a highly motivated Industrial Electrician to drive a proactive plant maintenance culture and support the execution of maintenance and repair on electrical and mechanical equipment and systems and for ensuring maximum production quantity and quality, while supporting the policies, goals and objectives of the company.

## **JOB SUMMARY**

The **Corrugate Lab Technician** is responsible for daily routine Testing of random ICI Quality samples, Samples from The Central Group, outside customers and performing Trials when required, in a safe, and productive manner. They will be required to cross-train in all areas of the lab, including but not limited to ISTA, ASTM & TAPPI standards, and protocols. This individual will keep up with the industry standards and update procedures when necessary. Other duties may be assigned as necessary.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assign and Update the Lab ID and invoicing spreadsheet when new requests come into the lab, when the testing has been completed and when the product is picked up after testing, if applicable.
- Communicate with Customer, explain test procedures and help determine which test or test protocols to select.
- Create and send Quotes to customers.
- Receive Samples/Pallets and Perform pre-test inspections to ensure that they are safe and damage free.
- Interact with forklift driver(s) to deliver and set up large test samples on the test equipment.
- Follow procedures and perform test to industry standards.
- Perform routine and non-routine tests and analyze test results.
- Provide customers with test reports when testing is completed that are accurate and free of errors.
- Ensure the customer folder has all the necessary paperwork for quoting, testing, and invoicing.
- Communicate with customers and management when there are issues, inconsistencies, or problems.
- Perform random Quality testing of incoming materials, record and communicate off standard results with the Lab Manager.
- Maintain and establish new product Quality Assurance standards.
- Maintain equipment by ensure they are clean, safe from hazards, calibrations are up to date and communicating with the Lab Manger if they require maintenance.
- Keeping work areas neat and orderly, cleaning and organizing the area regularly.
- Staying up to date on new testing and revisions to current test procedures when necessary.
- Perform Trials when required, and document.
- Comply with all company policies and procedures.
- Provide backup or assistance throughout the lab as needed.

## **ACADEMIC AND EXPERIENCE REQUIREMENTS**

- College diploma required, or bachelor's degree in a scientific field preferred.



- 1-2 years' experience working in a lab.
- Experience in the corrugated industry an asset.

#### **REQUIRED SKILLS**

- Ability to read, interpret and perform testing from lab procedures.
- Ability to write correspondence and technical reports.
- Computer Skills: Knowledge of Microsoft office, Excel, and other relevant computer programs.
- Analytical and numerical skills: ability to perform mathematical calculations in different units of measurement.
- Excellent organizational skills and strong attention to detail.
- Ability to work individually and as part of a team.
- High level of integrity and work ethic.
- Ability to problem solve and make decisions.

#### **WORKING CONDITIONS**

- Office and Lab environment.
- Sometimes noisy.
- Physically demanding work such as moving and lifting samples and equipment.
- Occasional interaction with customer during testing.
- Possibility of working outside of normal work hours (very Rare)

Independent Corrugated Inc. (ICI) is committed to equal opportunity employment. Accommodations are available upon request from people with disabilities during the recruitment and selection process. We thank all applicants, however, only those selected for an interview will be contacted.

Salary: \$52,000-\$55,000

**Please send your resume to: [fabiana.scuderi@centralgrp.com](mailto:fabiana.scuderi@centralgrp.com)**