



449 Dundas Street North, Cambridge, ON N1R 5R5
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Current Job Opportunities at MC GARR Industries Limited.

Job Title:	Shop Support
Environment:	Machine Shop
Terms of Employment:	Temporary, Full Time (35-40 hrs per week)
Salary:	Competitive Wage Based on Experience
Anticipated Start Date:	As soon as possible
Location:	Cambridge, Ontario

Key Responsibilities:

1. Handle calls and questions from clients, drivers and/or staff,
2. Responsible for ordering/receiving job and shop supplies; physically checking the accurate receipt of these supplies plus proper handling of the documentation,
3. Responsible for entry of shop new orders, purchases, packing slips, reconciling time and attendance errors and basic inventory keeping in the Shoptech E2 System; our shop floor software program,
4. Responsible for some Health and Safety duties for the shop i.e. Safety Data Sheets, Housekeeping and First Aid
5. Responsible for the timely processing of these daily activities for further front office handling.

Job Skills & Requirements

- Must have at minimum a high school diploma,
- 2-5 years experience in industrial work settings coupled with minor purchasing experience an asset,
- Excellent customer service and organization skills,
- Excellent computer and data entry skills,
- Attention to detail,
- Basic accounting math skills,
- A knowledge of materials such as different types of steels, bronze and plastics plus tooling such as endmills, taps, drills etc
- WHMIS and First Aid

Employer: MC GARR Industries Limited; Contact Person: Mrs. Tina Clarke

Address & Telephone: 449 Dundas Street North, Cambridge, ON N1R 5R5

How to Apply: Please apply for this job only **By E-mail:** tclarke@mcgarrindustries.ca

Thank you for your interest in MC GARR Industries Limited.