**Position:          Production Assistant         Employment Type:**Full Time, Permanent

**Reports to:      Production Manager**      **Department:**             Plant Operations

**Position Scope**

We are looking for a Production Assistant to support the Production Team. The successful candidate will provide planning and operational assistance to the Production Manager. The candidate will provide support in tracking and maintaining production parts used by different shop teams on a regular basis.

**Key Responsibilities**

* Assist in the tracking, quality control, and storage of production parts sourced locally and abroad
* Assist in the planning and preparation of production materials and parts
* Liaise with shop teams to collect operational information and progress updates for the Production Team
* May assist to create and revise manufacturing drawings from 2D and 3D models
* Any other ad hoc duties and projects as assigned

**Qualifications & Abilities**

* Willing and able to work within a fast-paced manufacturing or operations setting
* Background or knowledge of AutoCAD / Inventor skills
* Knowledge of Mechanical Engineering would be an asset
* Able to work long hours
* Punctual, reliable, and trustworthy
* Have steel-toed boots
* Able to work both independently as well as in a team setting
* Have positive attitude
* Good command in English and knowledge of Chinese is desirable

**Why Work For Us**

We OFFER:

* Competitive salary & Benefits Packages
* Performance Bonuses
* Career Advancement Opportunities

We COMMIT:

* To food safety which affects each one of us
* To provide the best environment to our team
* To create high-performing team

We BELIEVE:

* Best work happens in collaboration
* Success comes from working together and helping our people to learn, grow and develop

**About FPS**

FPS Food Process Solutions is a global leader in turn-key food freezing and cooling equipment. We provide innovative systems to ensure the highest efficiencies and to meet the most stringent sanitary demands. These factors transform into superior food quality, lowered cost of ownership and maximized profits.

Our goals at FPS is simple. We strive to create a singular standard in our industry – the highest standard. Along side our clients, we call this the FPS Standard.

**Please submit your resume to** **hr@fpscorp.ca**

**For a full list of our job openings, please visit** [**www.fpscorp.ca/careers**](http://www.fpscorp.ca/careers)