



SAW OPERATOR / PRODUCTION ASSOCIATE

Responsibilities:

- Custom / precision **CUT AND FINISH** materials using production frame cutting machines: auto-saw, double mitre saw, metal saw and a frame joining machine.
- Materials materials used include wood, laminate, plastic and metal for picture frames.
- Cut picture frame moulding for custom frames to customer specifications.
- Create custom packaging for frames and acrylic cases and other items.

Duties Also Include:

- Working in a safe and efficient manner in accordance with company policies and procedures.
- Reading and understanding work orders, layouts and other project details. Use project information to ensure product is produced according to required specifications.
- Performing quality checks according to established procedures to ensure compliance with quality standards.
- Monitoring machine efficiencies & speed to ensure production levels meet or exceed standards; make adjustments as needed.
- Completing data collection entries and report to inventory coordinator material usage per project.
- Troubleshooting issues that may arise.
- Maintain overall safety and cleanliness of equipment and surrounding area.
- Completing log for maintenance requests, material usage, hold/waste and recycled material logs.
- Ability to work shifts and overtime when required.

To be successful in this role, you will have the following **qualifications:**

- Good mechanical aptitude and skill with the tools listed above.
- Basic math skills
- Ability to read measuring devices and calculate fractions.
- Read and follow basic directions in English.
- Ability to anticipate and work through challenges that come up.
- High energy and ability to quickly produce work that is accurate and precise.
- (after training) Work independently with minimal direction.
- Flexible – willing and able to perform a variety of duties.
- Able to stand for an entire shift.
- Good interpersonal skills – work well with others internally and contribute to a positive work environment.
- Thrive in a fast-paced environment and willingness to jump across and support multiple departments based on workload.
- Good attendance

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