



Factory Production Assistant & QA Specialist – Powell River

Full Time: Permanent, Full-Time
Work Location: Powell River, BC
Job Category: Factory/Production
Wage Range: \$26.00 - \$30.00
Specific Job Training: To Be Provided
Work Site Environment: Factory

Job Summary:

The Production Assistant & QA Specialist is responsible for supporting the safe, sound, and quality assembly and production of a variety of products lines of vinyl and aluminum window systems. The Production Assistant & QA Specialist will report to the Factory Supervisor and will support daily operations by leading Production Workers, maintaining workflow, and ensuring materials and products move efficiently through the production line. Additionally, you will ensure products meet quality standards by monitoring processes, conducting inspections, and addressing issues while providing solutions. You will contribute to the overall success in the manufacturing process of our best in class window systems.

Job Duties and Responsibilities:

- Assist in the coordination of daily window production activities including, cutting, fabrication, assembly, glazing, and prepping for delivery or shipping.
- Support with machine setup and changeovers, operate equipment, use hand tools or power tools in production process.
- Guide, coach, and motivate Production Team to enable them to meet production targets.
- Oversee various prepping tasks, maintain and organize tools and general clean-up.
- Read and follow production order specifications to determine layout and production procedures.
- Optimize production workflow in order to meet production targets and deadlines.
- Conduct in-process quality checks on frames, seals, alignment, and finishing, and conduct final product inspections and testing.
- Monitor, identify, and resolve any issues that may arise during the production process.
- Inspect both pre and post production windows to ensure production quality assurance from defects such as scratches, seal failures, alignment issues, etc.
- Identify and resolve post production quality assurance issues.
- On-site support with water penetration testing and quality control measures to ensure compliance with company standards and building codes.
- Review and prepare production records and document quality assurance reports.
- Support with internal inventory cycle counts and audits.
- Support with monthly facility inspections and lead health and safety initiatives.
- Loading and unloading of trucks.



- Provide supervisory coverage during Factory Supervisor absences, overseeing production operations, staff coordination, quality control, and safety compliance.
- Performs other job-related duties as assigned by Supervisor.

Knowledge and Skills:

- Familiarity and experience with ERP, CRM, CAD, and other production software and tools.
- Sound knowledge of production, manufacturing, construction principles.
- Ability to provide supervisory coverage during Factory Supervisor absences, overseeing production, staff coordination, quality control, and safety compliance.
- Ability to work with a variety of hand tools, powered tools and assembly machinery.
- Maintain a positive attitude that promotes team work and a favorable image of Modern.
- Understand and follow all Safe Work Procedures and Health & Safety requirements at all times.

Required Qualifications:

- WHIMIS Certification.
- Fork Lift Certification.
- Optional: First Aid Certification.

Physical/Environmental/Mental Demands:

- The physical demands of this job requires the employee to have good coordination and the ability to lift, move, and position objects of up to 22kg-45kg (50-100lbs) which at times, depending on weight, may require team lifting.
- From time to time may involve travel to commercial and residential sites.
- Handling material manually.
- Working in a moderate to loud production environment near moving equipment.
- Making repetitive motions.
- Bending or twisting the body.