

Job posting – Production Coordinator – Envelope division

AWT Labels & Packaging family is a leading manufacturer of custom labels, flexible packaging, and precision converting solutions servicing Healthcare, Consumer Brand, and Technology clients worldwide. AWT employs nearly 650 associates across USA and Canada. AWT is the trusted partner for leading brands, delivering comprehensive, innovative, and sustainable solutions with exceptional quality, expertise, and responsiveness. More information about AWT can be found at www.awtlabelpack.com

AWT Toronto has one opening for a permanent, full-time, Production Coordinator in the Envelope division; please note this job posting is for an existing vacancy.

Who you are:

- Experienced in Production / Manufacturing and Customer Service with post-secondary education or diploma.
- Experienced in the envelope and/or printing industry is considered an asset.
- Proficient with Microsoft Office suite and generally comfortable with technology.
- Proactive problem solver with superior attention to detail.
- Able to achieve planned results by utilizing organization and prioritization skills, while working collaboratively with cross-functional teams.
- Excellent communicator (verbal and written skills).
- Multitasker with good time management skills.
- Able to create and review technical documentation.
- Safety-first attitude.
- Highly ethical worker.

What AWT Toronto provides:

- Competitive compensation
- Comprehensive group benefits
- The opportunity to learn and develop professionally with a diverse team in an inclusive organization where everyone can succeed based on merit.
- Open corporate culture anchored on integrity, teamwork, adaptability and responsibility.

Primary responsibilities

- Coordinates production schedules and workflow to meet deadlines, optimizing customer service and employee productivity.
- Liaises with production group, vendors, and internal departments to ensure materials, personnel and equipment are available as needed, while ensuring customer satisfaction.
- Monitors customer orders through completion, providing information on job status, pricing, customer inventory levels and delivery.
- Helps to manage shipping schedules and logistics coordination when needed.
- Produces a variety of reports, including open orders to facilitate their completion.
- Helps to establish or adjust work procedures to meet schedules.
- Defines, documents and maintains performance metrics, as well as workflow, procedures, and process requirements with the purpose of identifying areas for improvement and suggests solutions.
- Other duties as assigned.

Salary Range: CAD\$ 55,000 – 65,000

To Apply: Please send your resume and cover letter to Toronto.HR@awtlabpack.com

We are an equal opportunity employer and welcome and encourage all applications. Accommodations are available on request for candidates taking part in all aspects of the selection process.