



O.C.TANNER

Order Fulfillment Team Member – Printing and Finishing Operator

O.C. Tanner Recognition Company Limited

O.C. Tanner is the global leader in software and services that improve workplace culture through meaningful employee experiences. Our Culture Cloud is a suite of apps designed to enhance the employee experience with strategic recognition, service awards, wellbeing, leadership, and events that help people thrive at work. Our Culture by Design approach provides expert services to organizations looking to create great workplaces.

Our global team of over 1,500 people hail from 58 countries and speak 62 languages. As programmers, researchers, designers, client professionals and craftspeople we create the tech, tools and awards that connect employees to purpose at thousands of companies. Join us as we help people all over the world thrive at work. Here is where we need you most.

We are currently seeking a **Order Fulfillment Team Member** to join our Manufacturing Team. Reporting to the Director Supply Chain, the successful candidate will be cross trained to work within various areas of printing/manufacturing and the warehouse. The Order Fulfillment Team Member focuses on efficiency and quality of work to ensure we are delivering a great award experience to our clients.

Essential duties and responsibilities:

PRINTING/MANUFACTURING

- Performing processes such as printing, press, trim, solder, polish, engraving etc.
- Utilizing many different custom pieces of equipment to manufacture custom awards
- Cross training within the team
- Rotating through the processes
- Focusing on quality and safety
- Seeking to improve everyday

WAREHOUSE/SHIPPING

- Receiving and storing of goods using various software and wireless scanners
- Perform general physical activities in order to load, unload, sort and move shipments by hand or using material handling equipment
- Picking of goods using wireless scanners and printers
- Preparation of orders for shipping (pack, seal, and label materials)
- Issuing materials to orders using SAP and other software
- Issuing of tooling to orders
- Job order preparation

Required Skills and Qualifications

- Good communication skills, both written and verbal
- Strong attention to detail for accuracy
- Computer skills (basic)
- Ability to lift 50lbs
- Good eyesight and hand-eye coordination
- Excellent hand dexterity (fine motor movements)

- Ability to stand for longer periods of time
- Punctuality and reliability is a must
- Enthusiastic and team-oriented worker
- Personally accountable for own decisions and actions
- Positive attitude
- Continuous Improvement mindset

How to Apply

If appreciation is in your DNA too, we invite you to join us! Kindly submit your cover letter and resume to peter.ciccio@octanner.com .

We thank you for your interest in joining O.C. Tanner. Only those applicants selected for an interview will be contacted. At O.C. Tanner, we are committed to fostering an inclusive, accessible work environment, where all employees feel valued, respected and supported. OC Tanner is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). O.C. Tanner welcomes and encourages applications from people with disabilities. If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.