

EXTERNAL JOB POSTING



Toronto Research Chemicals
products for innovative research

Toronto Research Chemicals Inc.
20 Martin Ross Avenue
Toronto, ON M3J2K8
Tel: 416-665-9696

Supervisor, Finished Goods (Night Shift)

Toronto, ON (North York, ON)

As a Supervisor, Finished Goods for the night shift, you will provide leadership, coordination, and supervision to the 3rd shift Finished Goods team ensuring the daily picking and weighing of products for sale and for production is completed in a safe, high quality and timely manner and having overall responsibility for the Finished Goods inventory. The Supervisor, Finished Goods will foster a working environment that is clean and tidy, fair, positive and driven to continuously improve.

Key Responsibilities

- Identify any potential hazards and ensure all necessary precautions are undertaken
- Monitor all team members to verify they are performing in a safe and efficient manner and using the appropriate PPE when applicable
- Report accidents/incidents and conduct investigation in a timely manner and documented to determine root causes, corrective actions with follow-up to completion
- Regularly audit the work and storage areas to ensure compliance with policies and procedures
- Coordinate the standardized work in weighing/picking areas to optimize productivity and assign work amongst the team members
- Train team members on SOPs and/or Standardized Work, identify training opportunities and manage training plan
- Ensure staff are operating according to the general SOPs and/or Standardized Work and performing their duties at the expected quality levels and pace
- Administer the Performance Evaluation process including setting objectives and expectations, rating performance, doing Performance Reviews and submitting wage increase recommendations
- Ensure inventory in the system is being updated in a timely manner
- Monitor pace of work, backlogs and Work-In-Process buffers to ensure target turnaround times are met or exceeded
- Be aware of any significant equipment, material or information flow issues arising and ensure corrective action plans are initiated and executed
- Communicate delays to appropriate stakeholders such as Customer Service or Synthesis Labs
- Track internal and externally generated non-conformances and establish Correction Actions to contain problems and Preventative Actions to prevent recurrence

Job Requirements

- Bachelor degree, preferably in Science, Chemistry or a related field or College Certification in Chemistry/Biotechnology
- 3+ years working in the chemical industry or lab environment
- 3+ years experience working on a night shift
- Manufacturing environment experience
- JHSC and H&S experience is an asset
- Travel between sites in North York and Richmond Hill may be required
- Must be able to work on a night shift (i.e. 10 pm to 6 am)



TNO-The Neighbourhood Organization

EMPLOYMENT SERVICES

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Working at TRC

Our employees are our best resource! TRC ensures safety always comes first. Our commitment to safety is imperative to delivering high quality products. Our employees also enjoy a group retirement plan, 100% company paid competitive medical and dental benefits, subsidized corporate gym membership with Goodlife Fitness, Monday to Friday working hours, a casual dress code, extended growth opportunities across the TRC & LGC networks and more!

If you are interested in being considered for the above position, **along with your resume** please submit a short cover letter highlighting your experience and fit.

Please note that applicants must be legally entitled to work in Canada.

We thank all applicants for their interest; however, only those selected to proceed in the interview process will be contacted.

Recruitment is managed internally by the HR department. Candidates and recruitment agencies, please note that your **inquiries should be directed to the HR department only**.

TRC is an Equal Opportunity Employer; promoting accessibility and inclusivity at work and offering accommodation for applicants as required and requested.

To apply for this job, please contact Aziz @ Tel:416-467-0126 or Email: employmentservices@tno-toronto.org