

## JOB POSTING DETAILS

<b>Employer</b>	SK Group Inc. (SK Group)	<b>Job Type</b>	RI
<b>Job Title</b>	Production Support	<b>Duration</b>	Full Time
<b>ES Job ID</b>	13382	<b>Location</b>	NA
<b>Date Posted</b>	September 21, 2022	<b>Closing Date</b>	October 5, 2022

### Job Overview - Description & Duties

SK Group Inc. is a locally owned and operated business since 1994. We're a dynamic branding company that offers innovative solutions for businesses, schools, events, groups and organizations and leagues and teams. SK Group boasts Northern Ontario's largest full-service apparel, paper and wide format imprinting shop under one roof. We put relationships first, we're technology driven and quality focused. Our team works together to provide the best possible customer experience for our clients through our values of Respect, Passion, Teamwork, Flexibility and Success. We work with a forward motion and the goal of becoming "the" premier provider of full branding solutions in the industry.

Job Title: Production Support

Reports To: Production Controller

Schedule: Full-Time 37.5 hours/week

Monday to Friday 9:00-5:00

Wage: Starting at \$15.50

-Can increase to \$16.20 with time and experience

-Benefits provided after 3 months (Life Insurance, LTD, EAP, Health and Dental)

SK Group is seeking a motivated individual with a strong work ethic, and excellent attention to detail to join our team in the position of Production Support. The successful candidate will assist production operators in the creation of finished goods for the custom decorated apparel, commercial print, and general signage and display markets. Daily job duties will include preparation and staging of raw goods, material movement, packaging, cleaning of equipment and tools, preparation of cut and printed graphics as well as general shop cleanup. This is an entry level position with opportunities for advancement based on accumulated experience and demonstration of proficiency.

Production Support will work under the general supervision of the Production Controller to provide basic support functions on the shop floor.

Duties:

- Stage raw materials for production
- Material movement
- Trimming, folding, packaging and boxing of finished jobs
- Basic hand binary tasks
- Cleaning and preparation of screen press tools & stencils
- Preparation for embroidery applications
- Preparation of cut and full colour vinyl graphics
- Assembly of finished products

- General shop cleanup
- Any other assigned duties

### **Required Skills**

#### Requirements:

- Minimum of High School Diploma or Equivalent
- Strong mechanical aptitude a plus
- Ability to work standing for extended periods
- Excellent manual dexterity
- Attention to detail, time management, and precision
- Read and interpret written instructions and charts
- Computer literacy
- Ability to lift 50lbs
- Read measurements from a ruler and perform basic decimal conversions
- Perform duties independently as well as within a team environment

### **Other Requirements**

NA

### **How to Apply**

Applicants are welcome to submit their resume to: [employmentsolutionsjobs@saultcollege.ca](mailto:employmentsolutionsjobs@saultcollege.ca) and quote Job ID #13382