



## Production Coordinator

### Purpose and Scope:

The Production Coordinator plays a key role in supporting the Calgary Operations Manager in a fast-paced fresh produce environment. This role will manage key areas such as production scheduling and execution, as well as providing support with product grading, receiving, order picking and shipping activities. The Production Coordinator is also responsible for implementing and driving company procedures, promoting a safe work environment for the team, and resolving issues to ensure the team's ability to meet production goals.

### Responsibilities:

- Supervise a team of production workers in meeting production goals and targets.
- Setup, operate, adjust, and troubleshoot all equipment within the packaging department.
- Support the development and execution of production schedules to meet customer needs.
- Work closely with the procurement team to secure raw materials required for the packaging process to meet sales demand.
- Support receipt of inbound goods and picking of orders, ensuring accuracy and timeliness.
- Ensure product quality, grading and storage meet CFIA and customer requirements.
- Train new staff on production processes, equipment operation and forklift operation.
- Provide ongoing coaching and feedback to production team to improve performance.
- Monitor production processes and equipment to identify any issues or inefficiencies and work with maintenance team to resolve.
- Maintain accurate records of production input, output, employee attendance and performance, and ensure all paperwork is completed accurately.
- Challenge the status quo and consistently identify areas for improvement.
- Ensure all employees follow safety procedures to foster a safe workplace.
- Build strong relationships with staff, customers, suppliers, and management.
- Other duties as assigned.

### Qualifications:

- Minimum 3 years' experience in a production environment
- Strong leadership skills with the ability to lead a team effectively.
- Knowledge of production processes and equipment; experience with fresh produce considered an asset.
- Mechanically inclined
- Able to operate powered pallet mover and forklift.
- Must be able to obtain Safe Lift Truck License.
- Strong problem solving and decision-making skills.
- Ability to prioritize multiple projects and deadlines.
- Strong communication and people management skills.
- Repeatedly handle weights up to 50lbs; physically fit to perform required tasks.
- Ability to tolerate cool temperatures and loud noise.
- Proficient with computers.

### Additional Details:

Candidates who meet the qualification criteria will be considered for this position upon submitting their resume and responses to the questions provided below directly to [careers@peakmarket.com](mailto:careers@peakmarket.com) prior to the application deadline.

Please be aware that applications submitted directly through Indeed will not be reviewed or taken into consideration for this position.

Please ensure to include the Job Title and your Name in the subject line of your emailed resume application.

**Question #1:** What are your salary expectations for this role?

**Question #2:** To which Peak of the Market Ltd.'s values do you feel you most align?

**Question #3:** Are you currently interviewing with other companies?

**COVID-19 considerations:** You must provide proof of being fully vaccinated (fully vaccinated means: two vaccines plus the third booster.)