



Position: Contract Prime
Job Category: Production Manufacturing
Status: Part time, Full Time & Contract
Relevant Work Experience: Minimum 3 years experience in electronic assembly
Career Level: Experienced (Non-Manager)
Education Level: Minimum grade 12
Location: Calgary, Alberta, Canada
Required Travel: Not Required

Guardian Manufacturing Solutions is a fully integrated electronic manufacturer based in Calgary, Alberta, Canada. With a western Canadian presence, we are a leading manufacturing service provider serving a wide variety of markets including oil & gas, wireless communications, medical, agriculture, GPS navigational, entertainment, consumer and geophysical. The client list and our dynamic company continue to grow and evolve.

In today's increasingly competitive market our success continues to be built on our steadfast commitment to our valued customers, providing them with superior quality and value, maintaining a high level of customer satisfaction and a company of which employees are proud to be a team member.

At Guardian we know the value of accountability, embracing change, being flexible, continuous learning, and being proactive, seeking ways to improve before we are forced to. We are honest, self-critical, hardworking, open and respectful of our team members. We are willing to step forward and take on the big challenges to successful completion.

We become working partners with our clients and respect the confidentiality of customer communications and information. We understand that they are relying heavily on us to deliver superior workmanship, exceptional products and to deliver on time. Their success is our success.

Guardian is a LEAN organization, ISO 9001 certified and products are manufactured to IPC-610 standards.

Once you choose to join the team at Guardian Telecom Inc., you will be rewarded with a competitive salary, benefits, and training programs that set us apart from other organizations.

Job Description

A member of the Electronics Products team based in our modern manufacturing plant in Calgary, Alberta, Canada, the Contract Prime is a highly organized, responsible individual who works effectively with minimal supervision in a team environment.

The person in this position is a highly organized, responsible individual who works effectively with minimal supervision in a team environment.

Duties and responsibilities are specified in the Quality Policy Statement, the Quality Manual and the Procedures Manuals.



Key areas of responsibility

- To oversee Contract Manufacturing of Miscellaneous PCB's in production and to direct work assignments as required.
- Initiate a Run Tracking Form and/or Assembly Tracker for each order and build.
- Verify kits from customers as required.
- Fill out stock transfer sheets when needed and forward them to the Lead Hand.
- Work with the assemblers on the production line.
- Inform the Production Controller when there is a material shortage in the kit.
- Notify the Production Controller when a build is complete.
- Inspection of finished goods for cosmetics.
- To assist the Production Controller with the coordination of the assemblers on the line.
- The scope of work activities are generally as shown in the following listing, however the scope may increase or decrease from time to time depending on the company's business plans.

QUALIFICATIONS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION

High school equivalency, however, equivalent work experience will also be considered.

EXPERIENCE

Minimum 3 years experience in electronic assembly.

OTHER

You must have proficient verbal & written English skills and sound interpersonal skills. This position requires someone who is highly self-motivated with a proven ability to work successfully in a team environment and take direction. Candidates should have strong time management and organizational skills as well as an ethical and positive attitude.

Guardian employees must not disclose confidential organizational process or financial information. Their total commitment to our valued customers means that we respect the confidentiality of all customer communications and information.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is regularly required to stand for long periods of time, move around equipment and is required to walk within the building.

This position requires moderate level of hand to eye coordination and dexterity.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The successful applicant will be working within a modern manufacturing facility using hand tools and computerized equipment.

The noise level in the work environment is usually moderate.

Instructions for submitting resumes

Guardian Manufacturing Solutions would like to thank all submitters in advance for their interest in our organization. All resumes are kept on file (unless the sender requests otherwise) for a period of up to six months. All applicants are welcome to forward an updated resume apprising us of changes to your qualifications. Please identify if your information should not be kept on file when you submit them.

You must be legally employable in Canada to be considered for employment. Guardian welcomes qualified applications from women and men, including members of visible minorities, aboriginal peoples and persons with disabilities.

Please state the position that you are submitting your resume for.

You may submit your resume through one of the following methods:

Attention: Human Resources
Our website: www.guardianmanufacturing.com
By e-mail*: resume@guardianmanufacturing.com
By fax at: 403 253-4967
By mail at: **Guardian Telecom Inc.**
7552 - 10th St. N.E.,
Calgary, Alberta, Canada
T2E 8W1

No Phone Calls Please.

*Be sure to include your resume and cover letter in MS Word or as a PDF document. Guardian is not responsible for lost, misdirected or late submissions. Submitters are responsible for making their own arrangements on items that need to be returned to them.

For more information on Guardian Manufacturing Solutions, please visit our web site, www.guardianmanufacturing.com

Information on Guardian Telecom Inc. can be found at www.guardiantele.com