

## **General Labour / Clean Up – Full Time – Day or Afternoon Shift Available**

**Mearl's Machine Works Ltd.** Kelowna is seeking a full time Mature General Laborer. We offer competitive wages and full benefits.

### **General Duties:**

- General labour for various shop projects and tasks
- Clean up of shop including sweeping floors, wiping down machines and emptying chip bins
- Regular machine maintenance including lubricating, filling oils and tool organization
- Preparing completed jobs for shipment
- Receiving material and parts to stock
- Delivery and pick up of materials and supplies
- Loading and unloading with the use of a counterbalance forklift (training will be provided)
- Preparing material for machining
- Cutting material in saws and de-burring parts with grinders and sanders
- Organizing material into racks and retrieving for machining process
- Assisting in any way with company related requirements, processes and products

### **Skills and Abilities:**

- Must have good interpersonal skills, ability to understand Supervisor/ Manager's requirements and respond to those needs as well as working collaboratively with co-workers.
- Must have the ability to organize and prioritize varied tasks and duties. Understand what can wait, and what can't.
- Mechanical understanding
- Good communication skills
- Able to stay task focused
- Ability to lift and carry up to 60lbs
- Valid Class 5 driver's license with no driving infractions that impose restrictions on driving

### **Traits**

- Must be punctual and hard working
- Must have a positive attitude
- Organized and tidy

### **Other Information:**

- Position may, on occasion, include occasional travel, usually local, to pick up or deliver various products. A company vehicle will be supplied for these trips.
- Initial training will involve a review of company procedures, safety, shop and equipment layout. Additional training will be provided as required for new tasks.
- Taking direction from Supervisor / Manager, but also being able to work unsupervised while maintaining professionalism and focus on company goals.
- Non-Disclosure Agreement to be signed as follows.

### **How to Contact Us**

Please apply online at <http://www.mearlsmachine.com/employment.html>

Submit resume to: [hr@mearlsmachine.com](mailto:hr@mearlsmachine.com)