Job Title: Production Associate I
Location: 2068 Piper Lane / 290 Sovereign Road
Reports to: Production Manager
Compensation: $19.00-$25.00 per hour, based on experience and qualifications.
Posting Date: November 19, 2026

Position Overview:

The Production Associate I reports to the Production Supervisor and is responsible for assisting with the production process by providing any requested help including, but not limited to, cleaning production areas, deburring metal parts, loading and unloading parts, packaging finished products and taking any miscellaneous requests from Supervisors or Lead Hands.

Responsibilities and Accountabilities:

- Reads and interprets work orders and uses company system to clock in and out of all job orders.
- Operates hand grinder, power tools and hand tools to effectively remove excess welds and burrs from surfaces of machined parts, castings and other metal products (deburring)
- Visually inspects deburred parts to verify conformance to quality standards.
- Cleans parts for deburring using degreasing solution.
- Operates forklift, overhead cranes and jib cranes to lift, position and remove parts from work surfaces and to move parts to other production areas and receiving.
- Assists with packaging finished products for shipping and receiving.
- Cleans all work areas and equipment effectively and efficiently; maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Performs janitorial duties (cleaning, mopping, painting etc)
- Performs other duties as assigned by the Production Supervisor.

Administration

- Maintains an acceptable level of performance by following established policies and procedures, and participating in continuous improvement efforts by supporting and implementing new ideas.
- Sets a positive example by maintaining a respective attitude, cooperating with co-workers, management, and internal and external customers.
- Be a productive team member and help to meet established departmental and Company goals.
- Wears appropriate personal protective equipment at all times when required
- Report any personal workplace injuries to direct supervisor immediately.
- Report safety issues to direct supervisor or EHS Manager as soon as possible.

- Responsible for knowing where non-hazardous waste collection containers are located and for putting non-hazardous/hazardous wastes in appropriate containers. Report to work for your regularly scheduled shifts on time and ready to work.
- Follow all company policies and health and safety procedures.
- Effectively gives and receives feedback and willingly asks questions and seeks direction when needed.
- May work any and all shifts/days as required and may be asked to work between ADJ facilities.
- Willingly accepts responsibility of sharing skills and knowledge with other employees.
- Perform all other duties as may be assigned from time to time.

Qualifications:

- Must meet the requirements of the Canadian Controlled Goods Security Assessment Application as per Section 15 of the Controlled Goods Regulations, SOR/2001-32.
- High School Diploma or equivalent.
- Basic math and computer skills.
- Basic operation of power tools.
- Crane/Forklift experience an asset
- Experience in a manufacturing environment an asset.

This position is an existing vacancy

Successful applicants must meet all requirements under the Canada Controlled Goods Regulations (CGR) and must be approved as mandated by Public Works & Government Services Canada and applicable contractual obligations.

Use of Artificial Intelligence:

This recruitment process does not utilize artificial intelligence or automated decision-making systems to screen, assess or select candidates.

Accommodations are available at all stages of the recruitment process. Applicants requiring accommodation should advise us in advance. While we appreciate all applications, only candidates selected for an interview will be contacted.

To apply, please email your resume and cover letter to hr@adjindustries.com
For more information, please visit our website at www.adjindustries.com