

# **SUPERVISOR OF PRODUCTION ORDER CLERKS / SUPERVISEUR DE COMMIS AUX ORDRES DE FABRICATION**

Job ID  
**40775**

Emballage Performant Inc

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| LOCATION                                     | DATE POSTED        | EXPIRY DATE                  |                                     |
|----------------------------------------------|--------------------|------------------------------|-------------------------------------|
| 301 grand boul.nord, Cowansville, QC  Quebec | 05-08-2026         | 01-02-2027                   |                                     |
| TYPE OF JOB                                  | SALARY             | MIN. EXPERIENCE              | MIN. EDUCATION                      |
| Full Time                                    | CAD 20.70 to 31.73 | 2 years to less than 3 years | Other trades certificate or diploma |

## **Job Details**

Application du poste par courriel : [vneedham@ppiinc.ca](mailto:vneedham@ppiinc.ca)

36 à 48 heures par semaine quart de travail nuit/jour

## **Job Description**

supervise, plan, assign, and review the work of clerks responsible for shipping, receiving, storing, and distributing materials, parts, and products; maintaining inventory; processing purchase transactions; coordinating production work; scheduling shifts; planning transport team schedules and routes; and other related activities;

ensure compliance with policies, safety and security procedures, standards, and applicable regulations, and participate in their improvement;

resolve various related issues and complaints and implement corrective measures and process improvements;

train workers in their duties;

order supplies and equipment;

ensure the proper functioning of computer systems and other office equipment and machinery, and oversee their maintenance and repair;

conduct, as needed, performance evaluations of supervised workers;

perform, as needed, the same duties as supervised workers.

Avantages sociaux

Avantages santé

Régime de soins dentaires

Prestations d'invalidité

Régime de soins de santé

Prestations des soins de la vue

Avantages financiers

Selon la convention collective

Assurance de groupe

Assurance-vie

Prime de nuit

Régime de pension

Régime enregistré d'épargne-retraite (REER)

Avantages à long terme

Assurance de soins de longue durée

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