



POSITION DESCRIPTION

JOB TITLE: Operations Coordinator

DEPARTMENT: Operations

REPORTING TO: Continuous Improvement Engineer

SUMMARY:

The **Operations Coordinator** will play a key role in the Plant Operations team working collaboratively across teams to ensure Daiya's quality standards are enforced and maintained at all stages of the manufacturing processes, through accurate data recording and analysis. The operations coordinator will work directly with engineering, line inspectors and floor personnel to gather, capture and interpret data to drive Daiya's operations and growth. Key skills for this role are problem-solving, data capturing/analysis and a keen interest in working collaboratively to develop new processes and improve current ones.

DUTIES AND RESPONSIBILITIES:

- Ensure that all production data manually recorded by line inspectors, is captured and tracked utilizing spreadsheets, as well as incorporating information from a digital production software platform (Red-zone).
- Develop, improve, and maintain operations documents (Eg. SOPs) for all production lines, by working collaboratively with Operations, QA and maintenance departments.
- Evaluate current operational performance (under the direction of your manager) and provide feedback on current projects and continuous improvement initiatives.
- Coordinate with third-party suppliers and our warehouse/shipping dept. to ensure timely delivery of equipment/materials to the facility and specific project lines.
- Must be comfortable working occasionally in a dry, refrigerated, and/or freezer environment (2°C)
- Tasks may occasionally require some heavy lifting.
- Work collaboratively across departments, ie. R&D, Supply Chain, Procurement, Planning, and Inventory.

REQUIRED SKILLS:

- Experience in packaging and/or manufacturing environment in the food industry
- Advanced knowledge of Microsoft Excel (required), Microsoft Access (desired)
- Excellent communication skills, both verbal and written
- Experience with ERP systems is an asset (Syspro or SAP)
- Excited to work in a fast-paced operations environment within the food manufacturing sector.
- Organized and strong attention to details
- Ability to multi-tasks and prioritize tasks in a fast-paced and changing environment with minimal supervision.

EXPERIENCE:

- Post-secondary education (Bachelors is preferred or Diploma in Operations Management)
- At least 2 years of experience as an Operations Coordinator in a food manufacturing setting.
- At least one (1) year experience in the food manufacturing industry
- Knowledge of and demonstrated ability to implement HACCP, SQF, SOPs, SSOP's, GMPs, and preventative maintenance programs applicable to food production and food safety principles.
- Collaborative individual with ability to work as part of a team, as well as autonomously on certain tasks.

BENEFITS

- Competitive wages
- Extended Health benefits fully paid by Daiya for your family
- 3 weeks' vacation
- 3 PTO's (personal time off)
- RRSP matching your retirement contributions
- Annual personal health and wellness fund
- Fun and creative environment
- Inspiring and innovative work
- Smart and passionate teams
- Making people and the planet a healthier place

HOW TO APPLY

Please submit your application to careers@daiyafoods.com with "**Operations Coordinator**" on the subject line and indicate what shift time you prefer to work.