



Feb, 2021

SIGN PRODUCTION TECHNICIAN/INSTALLER

Miller McConnell Signs (MMS), Ottawa's top-ranked business signage, display, and interior wall décor manufacturer is seeking a talented and experienced individual to assume a mid/senior role in our Production Department.

Why Work at MMS? It's about a Promising Future, our Culture, and our Values

Our new team-mate will join an exceptional crew of 17 fantastic individuals. The MMS team has a passion for doing outstanding work and exceeding our customers' needs and expectations. Like many high-performance companies, Miller McConnell is all about going above and beyond, delivering high-quality products and world-class service to each of our customers.

There is a genuine sense of family at MMS, and every member of our team is valued and treated with courtesy and respect. Our workplace is known throughout the Ottawa area for its positive vibe, collaborative climate, innovative solutions, and commitment to excellence.

MMS employees enjoy competitive salaries, professional development, a friendly and flexible work atmosphere, and a group benefits package.

Who Are We Seeking?

A **Production Technician** is a team member whose main responsibility is to efficiently execute the fabrication, finishing, and delivery of high-quality signage products. The ideal candidate will have experience with the use of the equipment and tools in the Production Department. On an as-needed basis, the role also includes **Sign Installation** at our clients' locations, both indoors and outdoors.

This individual possesses knowledge of equipment, materials, processes, standards, timelines, etc. If you are physically fit and have experience with carpentry and hand tools you may be a great addition to our team!

Of course, **personality** is key as well. We have a caring and respectful work environment. Our ever-changing schedules require someone who is a **self-starter**, has a lot of **initiative**, and is **flexible**. This is a front-line **detail-oriented** position, at times dealing directly with our long-standing and **valued clients**. If you enjoy providing exceptional customer service, please continue reading!



Production Duties:

- Departmental organization (equipment, materials, work-in-progress, work orders, etc.)
- Provide accurate status updates to the Production Supervisor regarding projects
- Develop, create, and adhere to processes & procedures
- Participate in managing department inventory
- Update production systems as necessary: Equipment Maintenance Logs, Purchase Order Log, Order Specific Sheets, Pickups, etc.
- Efficiently train & operate all department resources, such as: laminator, vinyl application & removal tools, drill press, grommet machine, heat welder, paint supplies, bench router, table saw, etc.
- Maintain the operating integrity of department equipment and associated parts
- Assist with installations, deliveries, and pick-ups when necessary
- Ensure material ordering is from approved sources
- Look for new and/or innovative uses for our technology in signage production

Requirements:

- Experience in the signage manufacturing industry would be an asset, but not essential. Relevant experience in other fields would also be an asset.
- High School diploma, as well as a valid driver's license with a clean abstract

Qualified applicants, please submit a resume with a cover letter to careers@millermcconnell.com.