

# TOP SHELF

CLOSETS & GLASS

9719 63 Avenue, Edmonton, Alberta T6E 0G7 / <https://www.tscg.ca>

## Who We Are:

Top Shelf Closets and Glass is Edmonton's leading manufacturer and installer of closet shelving, shower doors, mirrors, closet doors, room dividers, frameless shower glass and custom cut interior glass. Top Shelf Closets and Glass works closely with new home builders, renovators, infill specialists and retail clients to exceed customer expectations. We provide high quality products with each item customized for the perfect fit and installation. Top Shelf's custom closet and glass solutions are tailored to each individual job with all aspects of design and budget in mind.

We manufacture and custom tailor each product in Edmonton.

Learn more about us *here*: <https://www.tscg.ca>

## Production Associate

### Job Summary:

#### Responsibilities:

- Work in any of the assigned production departments – mirrors, closets, wire shelving, shower enclosures, etc. on an ongoing basis
- Assemble and install components according to specifications.
- Co-ordinate with other departments on an on-going basis to ensure smooth workflow and product handling.
- Maintain a clean and safe work environment by following safety protocols.
- Troubleshoot and resolve production issues in the assigned department.
- Acquire regular training and necessary certifications on various tools and machinery being used on the production floor from time to time.
- Participate in quality checks & continuous improvement initiatives on the shopfloor.
- Commute between the production shop and warehouse facility (G4) and be actively involved in safely and efficiently unloading product containers.
- Operate the forklift as and when required.

#### Qualifications:

- High school diploma or equivalent.
- Have a Class 5 Drivers license.  
Be a certified forklift operator.
- Previous experience in a manufacturing or production environment is preferred.
- Strong attention to detail and commitment to quality.
- Good communication and teamwork skills.
- Ability to lift and move heavy objects (up to 50 lbs).
- Willingness to work in a fast-paced and physically demanding environment.

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## **Health and Safety:**

- Wear appropriate personal protective equipment (PPE) such as sleeves, safety boots and glasses.
- Adherence to H&S requirements at all times. WHMIS, CSTS would be good to have.
- While at the warehouse, inspect the unloading area to ensure it is clear of obstacles and hazards.
- Check the container for any signs of damage or instability before opening.
- Inspect the products for damage during transit.
- Perform routine maintenance checks on the equipment to ensure it remains in good working condition.

## **Benefits:**

- Competitive salary and benefits package.
- Opportunities for career growth and development.
- Comprehensive training and support.
- Health and wellness programs.
- Employee discounts on company products.

**Job Type:** Full-time, Permanent role

**Working Hours:** 40-hours per week