

KEILHAUER

Cutting Assistant

Full-time Position + Company Provided Benefits

Who is Keilhauer?

Founded in 1981, Keilhauer is a privately owned, design focused contract furniture manufacturer. Keilhauer manufactures seating and tables for all the different ways that people work. Keilhauer products are thoughtfully made to support communications and engagement in spaces such as meeting rooms, offices, collaboration areas, lobbies and lunchrooms. Working with world-renowned furniture designers, Keilhauer is internationally recognized for award-winning design, built with extreme craftsmanship, to the highest environmental standards.

SUMMARY

The Cutting Assistant sorts and packages pieces of fabric and leather that have been cut on the computerized cutting machine, ensuring Keilhauer's high quality standards are maintained.

The Cutting Assistant is required to follow all safety protocols and workplace policies. This position requires accurate attention to detail, good hand-eye coordination and manual dexterity. May be required to use clicker press, grommet machine, spreader machine and computerized cutting machines.

This entry-level role is best suited to a dedicated team player who takes pride in doing quality work. The ability to read a measuring ruler, read and interpret work orders and prioritize multiple tasks is essential. Keilhauer depends on the expertise of our Cutting department to meet the demands of a busy production schedule and deliver high quality product in a timely manner.

PRIMARY RESPONSIBILITIES

1. Sorts and packages materials

- Selects appropriate fabric or leather according the job requirement;
- Spreads and manually cuts the fabric length and lays up fabric or leather;
- Removes cut fabric pieces or leather from the cutting machine;
- Checks for flaws in the fabric and marks for sewing machine operators;
- Verifies and packs fabrics to be sent to sewing department;
- Cuts fabric or leather manually during packaging for repairs or missing pieces;
- Marks fabric or leather for sewing lines;
- May operate cutting machine, clicker press, grommet machine, fabric spreader and other technology;
- Assists new/temporary employees with understanding tasks;
- Contributes as a reliable and effective team member within and across teams.

2. Performs all tasks in keeping with Keilhauer's safety and quality standards

- Understands the importance of high quality work in all areas, and performs regular quality checks;
- Operates machinery and tools in a safe manner;

- Follows all company and OSHA Safety regulations; works in a safe manner and uses personal protective equipment as instructed; reinforces housekeeping and Keilhauer's core values.

QUALIFICATIONS

- Completion of a high school diploma or equivalent training or experience;
- Previous experience with fabrics and leather, as well as using computerized cutting machinery is an asset.

ESSENTIAL PHYSICAL AND INTELLECTUAL REQUIREMENTS

- **Communication:** Must be able to read and write in English; must be able to speak English or communicate in American Sign Language (ASL); must work well with others and communicate effectively.
- **Mobility:** Must be able to perform physical activities (reaching, bending, pulling, pushing, stretching, lifting); must be able to stand for prolonged periods of time on a cement floor; must maneuver across a cement floor to access various areas of the production facility; must be able to handle materials of various geometry and weight; may be required to help in other areas to meet business needs.
- **Manual Dexterity & Coordination:** Must use hands, wrists and fingers to sort, package and manipulate various fabrics and leathers; must be able to grip and use scissors and other hand tools when required.
- **Vision:** Specific visual acuity required for this role includes normal close vision, colour vision, peripheral vision, depth perception and ability to adjust focus.
- **Cognitive Ability:** Must have the ability to read and interpret work guidelines, safety instructions and operating manuals; must be able to match and have excellent attention to detail; must use common sense and be able to carry out written and/or oral instructions.

WORKING CONDITIONS

While performing the duties of this job, the employee spends 100% of their time in the production plant environment, where they may be exposed to airborne dust particles and noise. The noise level in the work environment is usually moderate to loud.

- Must be capable of multi-tasking and able to work with minimal supervision;
- Must be able to wear personal protective equipment, as required (ex. ear plugs, safety shoes);
- Must maintain a sense of urgency under tight deadlines;
- May be required to work at either Keilhauer location;
- Must be willing to participate in training relevant to the position or industry;
- May occasionally be required to work overtime to meet business needs;
- Follows all company and OSHA Safety regulations; works in a safe manner, reinforces housekeeping and Keilhauer's core values.

Keilhauer is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive, respectful environment for all employees. Keilhauer is committed to providing accommodations for people with disabilities where possible.

Please send your resume to careers@keilhauer.com or by fax to (416) 759-5723 and tell us how you would be a great fit.

1450 Birchmount Road, Toronto ON Canada M1P2E3

We thank you for your interest, and advise that only those selected for further consideration will be contacted.