

Operations Associate- Manufacturing

About the job

Employment Type: Permanent. Full-time [5 days per week]

Location: In-person, Port Coquitlam

Anticipated Start Date: Immediately

Salary Range: \$40,000 - \$50,000

About Real Time Networks

Looking to start your career with an exciting, growing company?

Real Time Networks Inc is a Vancouver, B.C. Canada based company experiencing rapid growth and continued success in the marketplace. We build solutions that provide security, safety and real-time tracking for keys, and assets. Our products lead the Security industry and include KeyTracer key control systems and AssetTracer electronic smart lockers.

The opportunity

Reporting to the **Logistics Manager**, this position will play a crucial role in our production process.

Responsibilities:

- Build and assemble various components and products.
- Monitor production processes and make adjustments as necessary to ensure quality and efficiency
- Conduct troubleshooting and basic repairs as needed.
- Perform thorough testing of finished products and report any defects, issues, or recommendations.
- Maintain a well-organized warehouse by arranging materials like tools and products in an efficient manner.
- Implement inventory control measures to track and manage stock levels.
- Package and label products for shipment or distribution
- Adhere to safety protocols and guidelines to maintain a safe working environment.
- Contribute to the cleanliness and orderliness of the production area and warehouse.
- Perform other duties as delegated by management.

What you bring:

- High school diploma or equivalent.
- Basic computer skills with experience in Microsoft Office 365 (Word, Excel, Outlook).
- Strong logical and problem-solving abilities.
- Strong attention to detail and ability to follow instructions
- Excellent problem-solving skills to troubleshoot issues that may arise during production
- Ability to lift up to 50 lbs.
- Effective communication skills to collaborate with team members and supervisors and able to work independently and within a team environment.
- Positive can-do, team attitude.

Additional Requirements:

- Legally authorized to work in Canada.

Travel Requirement:

- This role may require occasional travel to customer sites.
- Ability to travel within Canada/US/International is considered an asset.
- Clean driving record and ability to rent a car is considered an asset.

What we offer:

- A competitive salary commensurate with experience and education.
- A comprehensive benefits program including extended medical and group insurance.
- RRSP matching and bonus eligibly after probationary period.
- Education Assistance benefits.

Diversity & Inclusion

RTN is an equal opportunity employer who is committed to an inclusive and diverse workforce, equity in employment and fostering a barrier-free environment.

We strive to include perspectives from those that vary by race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, and disability. If accommodation is required at any point in the recruitment process, please contact a member of our Recruitment Team.

How to apply

Send your resume and cover letter to contact@realtimenetworks.com indicating **Operations Associate – Manufacturing** in the subject line. We strongly encourage applicants to apply as soon as possible, as we will review resumes and schedule interviews as they arrive. This position will remain open until filled.

Real Time Networks thanks all applicants for their interest and advises that only those selected for an interview will be contacted. No phone calls please.