



Production Support Engineer

Reports to

Job Summary

The Production Support Engineer, reporting to the Engineering Manager, primary responsibility is ensuring production runs efficiently and engineering documentation (Bills of Material's (BOMs), ERP data etc.) is accurate and up to date. Secondary responsibilities will include engineering design changes with the goal of increasing production efficiency and product performance.

Job Duties

- Create and work with BOMs and communicate with purchasing and production teams
- Assist in preparation and interpretation of CAD drawings/models and specifications for machines and components
- Receive detailed designs or revisions and update documentation accordingly
- Work with production employees to investigate mechanical failures and assembly challenges
- Inspect the installation/fitment of mechanical systems and components
- Create and manage complex Excel spreadsheets
- Complete any special projects as required. May be assigned to other areas of Operations, based on business or customer requirements
- Work in compliance with all Corporate, Company and Health & Safety policies and procedures ensuring legislative compliance.

Job Requirements

- A post-secondary education in Mechanical Engineering, Manufacturing Engineering, or related
- Experience with 3D CAD modelling – preferably Creo/Pro-E
- A high level of mechanical aptitude is an asset
- Proven problem-solving skills and a high level of attention to detail
- A good working knowledge of Microsoft Office including Excel (Advanced), Word, Access and Outlook
- Strong communication, mathematical, analytical, mechanical and problem-solving skills



- Self-motivated and adaptable
- Ability to work as an individual and as part of a team
- Ability to multitask several projects at once, work under pressure and meet deadlines

In return for your contributions, we offer an environment that supports and recognizes your professional growth. In addition, we provide competitive compensation, including group benefits and retirement saving plan.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the job.

Employee Signature

Date

Human Resources Signature

Date