

Product Engineering Clerk

Holland Landing, Ontario

About Us

Inscape is a design enabler. We have been saying Yes since 1888 with a versatile portfolio of systems, storage and wall products that are adaptable and built to last. With care and consideration, and more than a century of expertise, our philosophy is to always do what we can to say Yes.

About the Role

The primary purpose of the Product Engineering Clerk is to provide support to the process of setting up new or modified products, specifically ensuring bill of material (B.O.M.) and shop floor paperwork accuracy.

Primary Tasks & Responsibilities

- Responsible for the review, verification and corrective action activities relative to product structures.
- Compare new and existing product B.O.M.s to identify errors, inconsistencies and potential problems before they arise.
- Confers with document originators or Engineering liaison personnel to resolve discrepancies and compiles required changes to documents.
- Work with manual control methods and work with affected departments for errors not caught prior to distribution.
- Perform Daily/weekly/monthly reports (as required) including audit findings.
- Participate in team based problem solving and activities.
- Maintain electronic files for Product Engineers and process paperwork.
- Involvement in a variety of projects related to Product Engineering, quality and continuous improvement.
- Assist with supplying controlled drawings to Production.
- Assist with the control, release and filing of standard Engineering Releases.

Knowledge, Skills, Abilities & Education

- General manufacturing knowledge and process quality control.
- Product knowledge and of B.O.M. experience.
- Working knowledge of Microsoft Office Programs.
- Understanding of product structures, blueprint reading and problem solving.
- College certificate in related field (Engineering or Quality) or equivalent work experience.
- Excellent written and verbal communication skills and interpersonal abilities.

If you have the qualifications for the above position and are interested in joining a team oriented progressive company with excellent benefits, please submit your resume for consideration to careers@inscapesolutions.com.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

**Inscape values employment equity and is an equal opportunity employer.
Inscape will provide reasonable accommodation to applicants with disabilities.**