

TOP SHELF

CLOSETS & GLASS

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

Who We Are:

Top Shelf Closets and Glass Inc. 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.

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

PRODUCTION MANAGER

Facility Overview: The Production Facility includes an 11,000 sq. ft. shop and loading area, mezzanine office space, and a 6,000 sq. ft. showroom and office area. The facility operates as several independent business units, each functioning autonomously.

The production shop floor comprises various departments dedicated to different product lines. Below are the role requirements to manage these departments effectively.

1. Loading Area:

- Oversee the team responsible for pulling products for various departments and ensuring efficient product loading and organization.
- Manage receiving, waste management, and yard organization.

2. Mirror Business:

- Supervise the cutting of mirrors to match production orders, ensuring high-quality finishes through polishing and bevelling.
- Operate and maintain key equipment.

3. Wire Business:

- Direct the team in cutting, bundling, and labeling wire shelving to meet daily production targets.
- Ensure efficient production processes.

4. Shower Business:

- Coordinate the matching of shower styles to orders, bundling components, and managing inventory.
- Oversee the receipt and organization of shower components.

5. Closet Door Business:

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- Oversee the fabrication of various styles of closet doors, ensuring accurate cutting and assembly.
- Manage production to meet daily goals.

6. Euro Cabinetry Business:

- Supervise the cutting and edging of materials for closet organizers using specialized equipment.
- Ensure precise and efficient production processes.

7. Health and Safety:

- Ensure compliance with Alberta's Occupational Health and Safety (OHS) regulations.
- Implement and maintain health and safety programs, conduct regular safety audits, and address any safety concerns promptly.
- Promote a culture of safety within the team and ensure all employees are trained in safe work practices.

8. Additional Roles:

- **Asset Management:** Maintain production equipment, the building, and the yard. Additionally, oversee fleet management and arrange service work.
- **Production Coordinator:** Liaise between project managers and the production team to ensure timely product readiness.
- **Production Foreman:** Guide and motivate the foreman to carry out his responsibilities and provide necessary technical support when needed.
- **Floaters:** Manage team members who assist in various areas and handle warehouse tasks.

Team Size: Supervise a team of 24-25 members.

Qualifications:

- A minimum of a Bachelor's Degree in Operations Management, Business Administration, Industrial Engineering, or a related field is preferred.
- Relevant certifications in production management or supply chain management are an asset.
- A minimum of 5 years of experience in a production management role, preferably within a manufacturing or industrial setting.
- Strong understanding of production processes and equipment maintenance.
- Proficiency in using production management software and basic IT skills for equipment setup and troubleshooting.

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- Familiarity with CNC machines, edge banders, bevellers, and other specialized production equipment.
- Ability to liaise between project managers and production teams to ensure timely product readiness.
- Strong analytical and problem-solving skills to identify and address production challenges.
- Excellent leadership and team management abilities, with experience in supervising a large team (24-25 members).

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