

2020



# Manufacturing Job Postings

Fabricating the Future:  
Building Tomorrow's Manufacturing Workforce



Manufacturing is thriving in the London Economic Region, helping grow our economy and providing ample job opportunities. As more companies build production facilities in the London region in the years ahead, the role of manufacturing in local employment will continue to grow.

There's never been a better time to consider a career in manufacturing. Learn more about what jobs in manufacturing have to offer through this series of 5 modules:

1. Manufacturing: It's Made for You
2. Essential Skills for Manufacturing
3. Apprenticeship in Manufacturing
4. Manufacturing Job Postings
5. Dinner Is Served: An Introduction to Food Processing



This curriculum was produced by Literacy Link South Central. For questions about it or what adult literacy programs have to offer, please contact LLSC at (519) 681-7307 or visit [www.llsc.on.ca](http://www.llsc.on.ca)



The development of this curriculum was funded by the Elgin Middlesex Oxford Workforce Planning and Development Board. For questions about local labour market information and tools, please contact the Planning Board at (519) 672-3499 or visit [www.workforcedevelopment.ca](http://www.workforcedevelopment.ca)



This project is funded in part by the Government of Canada and the Government of Ontario.

## Objectives

### By completing this module, you will learn:

- How to review manufacturing job postings
- What information you need to look for in a job posting
- How to determine if a manufacturing job is a good fit for you



*“The best thing candidates can do for themselves and their new employer is research the job they are applying for and really determine if it is a good fit.”*

(Source: “Manufacturing: A Study of Perceptions, Issues and Possibilities for the London Economic Region” Aug. 2013, Elgin Middlesex Oxford Workforce Planning and Development Board)

## Introduction

When you look at manufacturing job postings, you need to explore if the work will fit your needs. A job posting doesn't always have all the information you need (some questions you'll need to ask during a job interview), but it will give you a clue as to whether you should consider an employment opportunity seriously.

Things to look for in a job posting include:

**Location:** Is there an address listed or a map? Can you get to this job? Is it on a bus route or close to where you live?

**Responsibilities:** Do you understand the activities you'd be involved in? Can you do the physical tasks? Will you be standing for long hours? Will you be lifting heavy objects?

**Qualifications:** Do you have the skills that are needed to do the job?

**Hours:** What are the working hours? Is it a part-time or full-time position? Will you be working during the day, at night or on weekends?

**Wages:** Does the starting pay cover your financial needs?

**Education:** Do you have the level of schooling that's required?

**Training:** Does the position come with on-the-job training to teach you specific tasks?

**Supports:** Do they offer accommodations if you have special needs?

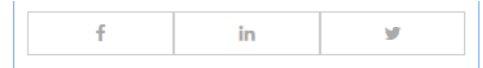
**Extras:** Do they offer health benefits or other bonuses? Do they talk about future possibilities?

# Activity 1

Read this job posting and fill in as many blanks as possible on the next page.

by Randstad

|              |                              |
|--------------|------------------------------|
| Location:    | London, Ontario              |
| Date Posted: | <a href="#">Jan 03, 2020</a> |



## Job Description

London, ON

We're looking for an Assembler for this company located in the East end of London. This is a perfect opportunity for anyone looking for the security of big business but loves worker with a small to medium size team. Here, your supervisors know you by name. The shift runs, Monday to Friday 8:00 AM to 4:30 PM and is accessible by bus route. As an Assembler, you will be assisting with production, but you have to be open to where multiple hats as this company is big on cross-training. Warehousing and/or manufacturing experience is considered an asset-- Any work experience that demonstrates mechanical aptitude is great!

### Advantages

What makes this opportunity great?

- 8 am to 4 pm...Monday to Friday (doesn't get any better than that)
- \$16 hourly to start
- Family environment, multicultural
- Very clean, dust control
- Available to start right away

A permanent hire includes:

- Health benefits
- RRSP Match

Below are the everyday responsibilities:

- Assembles components and subassemblies
- Gathering parts from a list, and using blueprints to put them together
- Using basic math skills to measure parts and components
- Light lifting and prolonged standing
- Using precision measurement tools
- Operating a forklift
- Using SAP to track inventory

### Qualifications

What does it require?

- Two personal references
- Clear criminal check required (paid for by Randstad)

### Email Job

Quickly Email this job to yourself (if logged in) or a friend.

[Email Myself](#) [Email Friend](#)

### Save Job

Save this job for quick future access.

[Add to Saved Jobs](#)

### Job Location

London, Ontario

### Randstad Jobs

Data Administrator  
Other  
London, Ontario

## What Did You Learn?

The location of the job is \_\_\_\_\_

The responsibilities include \_\_\_\_\_

The qualifications include \_\_\_\_\_

The hours of work are \_\_\_\_\_

The rate of pay is \_\_\_\_\_

The education level is \_\_\_\_\_

Supports that are offered include \_\_\_\_\_

Extras include \_\_\_\_\_

Questions I still have are: \_\_\_\_\_

## Activity 2

Let's look at another job posting. Read this job posting and fill in as many blanks as possible on the next page.

**CES is looking for reliable associates wanting full-time permanent work to be hired by our client in Strathroy, ON!**

**If this is something you have been looking for, please apply or call us for your confidential interview.**

\$17.50 + OVERTIME

SHIFT TIMES: BI-WEEKLY ROTATING SHIFTS – ALL 3 SHIFTS – (DAYS: 7AM-3PM, AFTERNOONS: 3PM-11PM, NIGHTS: 11PM-7AM)

JOB DESCRIPTION:

- Operating various machinery
- Working on the line assembling various parts
- Finishing and quality inspection of own and others work
- loading and unloading
- preparing the product for shipping to customer
- Ensure all work is conducted in a safe and responsible manner
- Additional duties as required

REQUIREMENTS:

- Medium Lifting Requirements (up to 30lbs regularly)
- self-driven to meet or exceed production targets and objectives
- Keen eye for detail
- Ability to work at a fast pace throughout the shift
- Reliable transportation and commitment to attend every shift
- High School Diploma/GED
- Steel toed boots
- Clear criminal record

## What Did You Learn?

The location of the job is \_\_\_\_\_

The responsibilities include \_\_\_\_\_

The qualifications include \_\_\_\_\_

The hours of work are \_\_\_\_\_

The rate of pay is \_\_\_\_\_

The education level is \_\_\_\_\_

Supports that are offered include \_\_\_\_\_

Extras include \_\_\_\_\_

Questions I still have are: \_\_\_\_\_






## Activity 3

**London Manufacturing Jobs** is a website that has a list of current manufacturing positions that are available.

According to the website, *“The London Region's manufacturing and food processing sectors are thriving and have many open job opportunities. LondonMFGJobs.com gives you access to employers and their job postings in the City of London, Middlesex, Oxford, and Elgin counties, and the region.”*



1. Go to the London Manufacturing Jobs website which you will find at <https://londonmfgjobs.com/>
2. Click on “View Postings List” The image shows a rectangular button with a white background and a thin grey border. On the left side of the button is a small icon of a person with a briefcase. To the right of the icon, the text 'View Postings List' is written in a small, dark font. Below this text, there is a smaller line of text: 'Click here for a printable/ exportable to PDF postings list'.
3. Pick **three** jobs that may be of interest to you. Using the charts you will find on the following pages, explore if each job is a good fit for you, or if you need more information before you decide.

|  |                         |           |                              |
|--|-------------------------|-----------|------------------------------|
| <b>Job #1</b>  | <b>Job Title:</b>       |           |                              |
|  | <b>Name of Company:</b> |           |                              |
| <b>Consider the following:</b>                                       | <b>Yes</b>              | <b>No</b> | <b>Need more information</b> |
| Can you get to the work site?  |                         |           |                              |
| Do you understand the activities you'd be involved in?               |                         |           |                              |
| Does the starting wage cover your financial needs?                   |                         |           |                              |
| Can you work the hours that are required?                            |                         |           |                              |
| Can you perform the physical activities?                             |                         |           |                              |
| Do you have special needs that they might be able to help with?      |                         |           |                              |
| Do they offer training?  |                         |           |                              |
| Do they talk about opportunities for future work or other positions? |                         |           |                              |

**Could you see yourself doing this job?**

Yes, because \_\_\_\_\_

\_\_\_\_\_

No, because \_\_\_\_\_

\_\_\_\_\_

I'm not sure because \_\_\_\_\_

\_\_\_\_\_

|  |                         |           |                              |
|--|-------------------------|-----------|------------------------------|
| <b>Job #2</b>  | <b>Job Title:</b>       |           |                              |
|  | <b>Name of Company:</b> |           |                              |
| <b>Consider the following:</b>                                       | <b>Yes</b>              | <b>No</b> | <b>Need more information</b> |
| Can you get to the work site?  |                         |           |                              |
| Do you understand the activities you'd be involved in?               |                         |           |                              |
| Does the starting wage cover your financial needs?                   |                         |           |                              |
| Can you work the hours that are required?                            |                         |           |                              |
| Can you perform the physical activities?                             |                         |           |                              |
| Do you have special needs that they might be able to help with?      |                         |           |                              |
| Do they offer training?  |                         |           |                              |
| Do they talk about opportunities for future work or other positions? |                         |           |                              |

**Could you see yourself doing this job?**

Yes, because \_\_\_\_\_

\_\_\_\_\_

No, because \_\_\_\_\_

\_\_\_\_\_

I'm not sure because \_\_\_\_\_

\_\_\_\_\_

|  |                         |           |                              |
|--|-------------------------|-----------|------------------------------|
| <b>Job #3</b>  | <b>Job Title:</b>       |           |                              |
|  | <b>Name of Company:</b> |           |                              |
| <b>Consider the following:</b>                                       | <b>Yes</b>              | <b>No</b> | <b>Need more information</b> |
| Can you get to the work site?  |                         |           |                              |
| Do you understand the activities you'd be involved in?               |                         |           |                              |
| Does the starting wage cover your financial needs?                   |                         |           |                              |
| Can you work the hours that are required?                            |                         |           |                              |
| Can you perform the physical activities?                             |                         |           |                              |
| Do you have special needs that they might be able to help with?      |                         |           |                              |
| Do they offer training?  |                         |           |                              |
| Do they talk about opportunities for future work or other positions? |                         |           |                              |

**Could you see yourself doing this job?**

Yes, because \_\_\_\_\_  
 \_\_\_\_\_

No, because \_\_\_\_\_  
 \_\_\_\_\_

I'm not sure because \_\_\_\_\_  
 \_\_\_\_\_

## Reflection

### Do you know:

- How to review manufacturing job postings?
- What information you need to look for in a job posting?
- How to determine if a manufacturing job is a good fit for you?