CRYSTAL CLAIRE COSMETICS Job Fair

October 30, 2017 (Monday) | 12:00 p.m.—4:30 p.m.

Now Hiring for its new Scarborough location!
1 Assembler
2 Compounder
3 Jr.R&D Chemist
4 Cleaner
5 In-Process Line Inspector
6 Maintenance Technician
7 Production Service
8 Account Manager and more

To register, please call:
416-292-7510 ext 0

To inquire, please call:
Larissa: 416-292-7510 ext 108
Orjeta: 416-292-7510 ext 121

Resume & interview preparation assistance are available to permanent residents & convention refugees.

New immigrants are requested to bring PR card or landing documents for attendance.
Job Title: Account Manager  
Department: Sales & Marketing  
Wage Category: Salary with benefits

Duties and Responsibilities:
- Managing up to date customer profiles
- Data Management: Maintaining accurate and up to date customer information (BOM, PO)
- Customer Development: Developing relationships and serve as one of the customer’s primary point of contact
- Monitoring new development projects for both new and existing accounts including working with the R&D team and coordinating cosmetic samples
- Coordinating purchase orders between the Operations department and customers
- Monitoring inventory and shipment details
- Providing excellent customer service with thorough knowledge of company products, services and features in order to meet customer needs
- Perform other related duties as assigned

Qualifications:
- Exceptional English communication skills
- Experience in sales and account management in consumer packaged goods industry is preferred
- Experience in Cosmetic manufacturing is an asset
- Must have trend consciousness and a passion for fashion and cosmetics
- The ability to think strategically and proactively are crucial, as well as being able to excel in a fast paced, high pressure environment
- Excellent presentation and communication skills
- Ability to handle multiple projects simultaneously with impeccable organizational and time-management skills
- Post-Secondary education required. Courses in business, fashion, cosmetics, sales or marketing are a welcomed asset
- Superior problem solving skills - must be resourceful and creative with solutions
Job Title: Assembler  
Department: Production  
Wage Category: Hourly (minimum wage)

Duties and Responsibilities:
- Fill, pack and apply labels on in-process cosmetic products on conveyor belt
- Operate filling and packaging machines
- Check labels and printed codes on bottles, compacts and other components are correctly aligned and spelled correctly
- Handle and pack finished products
- Fill production assembly line forms as required at the end of daily shifts
- Follow all GMP practices and good housekeeping habits
- Ensure to keep work station and area clean at all times
- Continuously aware of any quality problems and alerts supervisor if required
- Conscious of line efficiencies and engineering standards
- Use care in handling of all components and materials
- Carry out job assignments with minimum supervision
- Create constructive ideas and activities, which results in improvements and greater output
- Work in a safety manner at all times
- Perform other related duties as specified by direct supervisor

Qualifications:
- High school diploma or equivalent
- Previous assembler work experience
Job Title: Cleaner
Department: Production
Wage Category: Hourly

Duties and Responsibilities:
- Sweeps and mops all hard surface floors on a daily basis
- Operates floor cleaning machine on the plant floor
- Collects garbage from offices and plant; compacts and bundles cardboard for recycling
- Strips and waxes floors throughout the building as required
- Clean and maintain washrooms throughout the building
- Assists with assembly and heavy lifting of furniture/equipment as required
- Vacuum various carpeted areas in the building
- Cleaning and maintenance of the entire building

Qualifications:
- Previous office cleaning experience
- Handling medium to heavy loads
- Manual dexterity
- Repetitive tasks in fast paced environment
- Standing for long periods of time
- Completion of High School
Job Title: Compounder (Liquid/ Pre-weigh/ Powder)
Department: Compounding
Wage Category: Hourly

Duties and Responsibilities:
- Cleans and sanitizes the equipment using proper cleaning agents and sanitizes under GMP guidelines and Department SOPs
- Assembles and disassembles equipment during sanitizing process
- The batch manufacturing of products in accordance with GMP and specified safety requirements
- Locates and accurately weighs raw materials
- Prepares bulk for storage and physically locating bulk to inventory
- Works within the Internal Responsibility System Guidelines
- Complies with Health and Safety policies
- Good Housekeeping practices defined by the Departmental Housekeeping Schedule
- Conducts Count of Raw Materials as per Compounding Count Program
- Perform other related duties as assigned

Qualifications:
- Secondary school diploma
- Previous work experience in a cosmetic, food or pharmaceutical environment
- Mechanical aptitude
- Basic reading and mathematics skills
- Detail oriented
- Good communication and organizational skills
- Flexibility with shift rotation
Job Title: In-Process Line Inspector  
Department: QA/QC  
Wage Category: Salary with benefits

Duties and Responsibilities:

- Provide filling & packaging specification and standard to the line leaders in a timely manner
- Audit lines to ensure line clearance and start up forms are completed
- Filling kettles are identified and confirmed as per the work order
- All filling and packaging requirements are met for the product by doing the hourly checks for fill weight, torque measurement, aesthetics and other quality parameters
- Address sub-standard and other quality issues with the line leader, production supervisor & QA supervisor/QA manager and put the product on “HOLD” when necessary
- When hold materials are reworked, the QA inspector/QA supervisor will re-evaluate to verify quality. Acceptable product will be released and unacceptable will further rework or rejected
- Fill and complete QC line inspection forms in a timely manner with all relevant details
- Address sub-standard and other quality issues with the line leader, production supervisor & QA supervisor/QA Manager and put the product on “HOLD” when necessary
- Ensure that GMP’S are maintained on all production assembly lines at all times
- Work with all relevant departments to implement the corrective action that will resolve the root cause of the problem on the line
- Update Q.A supervisor about on line Quality Alerts and deviations
- Ensure that all finished goods are audited and released in the timely manner
- Perform other duties as assigned

Qualifications:

- College Diploma in related filed or equivalent
- Computer skills
- Requires initiative and strong analytical and problem solving skills
- Experience in cosmetics, pharmaceutical or food processing environment preferred
- Excellent verbal and written communication skills
- Flexible, adaptable and willing to accept new challenges
- Needs to be familiar with the manufacturing process and know how to operate a variety of industry tools
- Must be able to connect with internal customers in order to gauge satisfaction, identify problems, and work on a systematic approach to solve the problems
Job Title: Jr. R&D Chemist  
Department: R&D  
Wage Category: Salary with benefits

Duties and Responsibilities:
- Develop new or improved formulas, products, and/or processes under moderate supervision
- Complete product development projects under the supervision of Director of R&D or designated Sr. R&D Chemist
- Identify and obtain new raw materials on an ongoing basis, along with appropriate safety/technical documentation, specifications, samples etc. for new formulations
- Conduct all required performance and tests, interprets, records and reports results
- Interface with Production, Compounding, QA, Purchasing and Sales & Marketing as required
- Resolve routine customer and production problems
- Assist senior lab personnel as necessary
- Execute special projects as assigned

Qualifications:
- 2-3 years’ experience in a related manufacturing environment
- Self-starter, self-motivated with proactive, and process ownership focus
- Ability to multitask and work in a fast paced team environment
- Strong interpersonal & problem solving skills and commitment to providing a high standard of quality work
- Ability to make and meet commitments/deadlines
- Excellent verbal and written communication skills
- 4 years Bachelor’s Degree in Chemistry from a recognized University or equivalent preferred
- Consideration will be given for color matching experience in color cosmetics in lieu of education
Job Title: Maintenance Technician  
Department: Maintenance  
Wage Category: Salary with benefits

Duties and Responsibilities:
- Performs maintenance procedures according to the established SOP and PM schedule, coordinating parts and service as required.
- Builds & grows existing preventative maintenance program while maintaining a proactive approach to Plant and Equipment maintenance & repair.
- Performs operational checks on equipment and systems. Detects and investigates variance in performance of equipment, utilities, systems and/ or facilities to ensure proper or enhanced functioning
- Completes required compliance documentation, log books, timesheets, etc. when executing duties. Maintains an assortment of common spare parts.
- Ensure issues, follow-up actions and/or resolutions are clearly communicated to peers and supervisors. This information should be transferred at shift overlaps as well as during the shift.
- Ensures that maintenance or repair of Production Equipment, Site Facilities, Systems and Utilities are carried out in a timely manner. Great team player to achieve all outcomes
- Must be able to work independently on a variety of shifts and overtime request, including weekend, holiday and after hours duty.
- Fabricate parts, as necessary, utilize shop equipment
- Help with process improvement, miscellaneous duties and other tasks as assigned

Qualifications:
- At least 2 years experiences in maintenance of manufacturing type equipment or equivalent in an medium or large organization
- Shows dignity, respect while performing duties and contributes to department goals. Take ownership and accountability for issues, Strong interpersonal & problem solving skills and the ability to work independently with minimal supervision.
- Basic Systems Diagnostics; Electrical, Mechanic, Pneumatic, Hydraulic, Instrumentation & PLC. Capable of using electrical testing equipment to diagnose problems
- Applied technical skills, knowledge and experience to identify, recommend and implement improvements to equipment, utilities, and facilities.
- Be a team player, a positive contributor; be open to suggesting and implementing ideas to better the business.
- Willing to participate in skill enhancement programs
- Experience in food/pharmaceutical environment preferable but not required
- Operate hand tools, power tools, basic shop tools (grinder, drill press, sand blaster, band saw, etc.). Milling, Lathe and welding is an strong asset
- Electrician or Millwright license an asset
- Forklift, boom zoom, truck experience an asset
- Ability to work any shift including weekends as required. Must be available for flexible working schedule
- able to use Windows such us Outlook, Word, Excel
Job Title: Production Service  
Department: Production  
Wage Category: Hourly

Duties and Responsibilities:
- Cleans and sanitizes the equipment using proper cleaning agents and sanitizes under GMP guidelines and Department SOPs
- Assembles and disassembles equipment during sanitizing process
- The batch manufacturing of products in accordance with GMP and specified safety requirements
- Locates and accurately weighs raw materials
- Prepares bulk for storage and physically locating bulk to inventory
- Works within the Internal Responsibility System Guidelines
- Complies with Health and Safety policies
- Good Housekeeping practices defined by the Departmental Housekeeping Schedule
- Manage work orders
- Must be capable of repetitive heavy lifting
- Perform other related duties as assigned

Qualifications:
- Secondary school diploma
- Previous work experience in a cosmetic, food or pharmaceutical environment
- Mechanical aptitude
- Basic reading and mathematics skills
- Detail oriented
- Good communication and organizational skills
- Flexibility with shift rotation and shifts
- You pay close attention to detail
- Multi-tasking
- Ability to work independently and as part of a team
- Ability to speak both English and Mandarin