

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

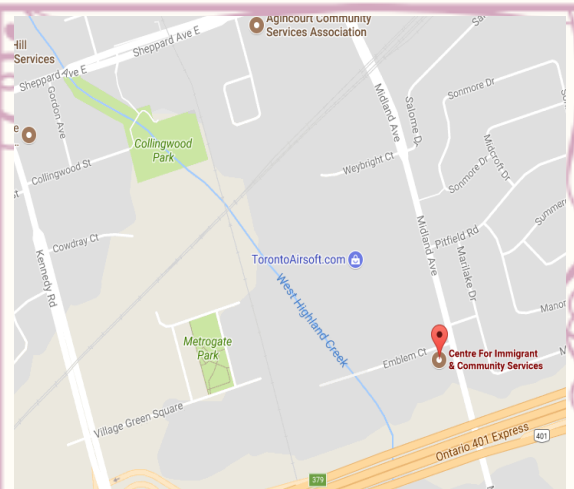
To inquire, please call:

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



CICS—Immigrant Resource Centre
2330 Midland Ave
Scarborough, ON M1S 5G5
(North of Highway 401 at
Emblem Court)





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 & Q.A supervisor/Q.A 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 field 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