



PHANTOM™  
SCREENS

# Ontario Screen Systems Inc.

1295 Eglinton Avenue East, Unit 14, Mississauga, Ontario, L4W 3E6  
905.624.0824 · www.phantomcreens.ca

<b>Job Title:</b>	Assembler / General Labourer		
<b>Position Level:</b>	Entry Level	<b>Position Type:</b>	Seasonal
<b>Reports To:</b>	Warehouse Supervisor	<b>Hours:</b>	Seasonal with potential for extension / conversion to permanent
<b>Date Posted:</b>	February 18 <sup>th</sup> , 2025	<b>Salary Range:</b>	\$19+ per hour

## Company Overview

Ontario Screen Systems has been the exclusive distributor of Phantom's professionally installed products in Ontario since 1994. Phantom Screens' specializes in providing retractable screening solutions that are both attractive and functional. Phantom's wide variety of products can be used with literally any door, window or large openings, with retractable screens that disappear from sight when not in use.

## Position Overview

The Assembler / General Labourer is responsible for assembling, modifying and re-screening door orders. The Assembler also provides assistance to the Shipper/Receiver and Warehouse staff, in the orderly, safe operation of the OSSI Warehouse and the shipping/receiving of goods. The Assembler / General Labourer further provides assistance to installers on multi-unit or large opening jobs as directed by the Warehouse Supervisor or Field Operations Manager.

## Qualifications

- Ability to communicate with excellent written and verbal English
- Comfort with using technology through desktop, online and mobile applications
- Comfort with power tools including; cordless drill, mitre / chop saw, drill press, table saw
- Excellent accuracy and attention to detail
- A strong work ethic and high degree of integrity
- Capable of lifting and carrying up to 50lbs
- Ability to measure precisely using the Imperial system to the 16th of an inch
- Valid G license with a clean 3-year driving abstract
- Ability to work at variable heights on ladders and balconies
- Ability to work flexible hours including evenings and weekends
- Willingness to travel throughout Southern Ontario

## Role and Responsibilities

- Assemble screen orders and prepare for pick up by installer using production checklist
- Provide assistance to installers on multi-unit or large opening jobs as directed by the Warehouse Supervisor or Installer
- Load installation vehicle with tools, products and materials needed for job
- Unload materials, tools and products at the jobsite as directed
- Provide assistance with the installation of motorized or manual screen units as directed.
- Keep jobsite clean, tidy and safe as work is being performed and at end of job
- Ensure materials, tools and products are stored safely and locked, including locked securely overnight during multi-day jobs.
- Provide any other support required before, during and after job, as directed by installer

## Preferred Skills

- Knowledge of roads and routes within Greater Toronto Area and Southern Ontario