

Applying for a Job in the Trades: Millwright (NOC 7311)

JOB POSTING

ABC Ontario is one of the top three construction companies in Central Ontario. Come grow with us!

POSITION: Millwright (full-time permanent)

TO APPLY: Submit résumé to Hiring Manager by email HRM@ABCCompany.on.ca. Please apply for this job only in the manner specified. Failure to do so may result in your application not being properly considered for the position.

PREFERRED QUALIFICATIONS AND EXPERIENCE INCLUDES:

Credentials (certificates, courses, etc.):

List safety/training certification. Must be bondable. Working at Heights required for all employees.

Experience: 5 years or more.

Languages: Speak, read and write English. Bilingualism an asset.

Specific Skills:

Read blueprints and other technical documents to assemble machinery. Repair and install machines determining appropriate tools, equipment, machines, wiring, or programs to meet specifications. Troubleshoot operating errors and identify expedient solutions. Oversee maintenance schedule. Monitor gauges, dials, or other indicators to make sure a machine is working properly. Mechanical aptitude is needed. Lift heavy objects, physically manipulate objects with tools and need strength.

Additional Skills:

Reading text, Writing, Oral communication, Team Player, Problem solving, Job thoroughness, Task planning and organizing, Maintain a clean and safe work environment.

Own Tools/Equipment: Tools, Steel-toed safety boots.

Work Conditions and Physical Capabilities:

Fast-paced environment, attention to detail, standing for extended periods.

Transportation/Travel Information: Own transportation. Public transportation is not available.

Other Information:

Must be able to work with little supervision.

Ontario Skills Passport Occupational Profile:

<http://www.skills.edu.gov.on.ca/OSP2Web/EDU/DisplayNocDetails.xhtml?nocid=7311>

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COVER EMAIL

TO: HRM@ABCCompany.on.ca
SUBJECT: Millwright Position
ATTACHED: resume.turcotte.docx
<p>Dear Hiring Manager,</p> <p>Please find attached my application for the position of Millwright. I am a graduate of the Ontario College Mechanical Engineering Technician – Tool Making program and have completed 2500 hours in a secondary trade as a Millwright. I look forward to bringing my knowledge and skills to a large company that offers great opportunities such as ABC Ontario.</p> <p>You can reach me at rbt@mail.on.com or (111) 444-5555. Thank you for considering my application.</p> <p>Sincerely,</p> <p>Ramona Turcotte</p>

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RÉSUMÉ

RAMONA TURCOTTE		Contact: rbt@mail.on.com or (111) 444-5555.
PROFILE		
<ul style="list-style-type: none"> • Mechanical Engineering Technician – Tool Making Program, Ontario College, 2009 • WHMIS 2015 Certificate • Working at Heights Certificate • Solid hands-on mechanical knowledge from millwright and machinist experience • Invested in maintaining my own truck and quality PPE • Safety-minded: accident-free career 		
SKILLS		
<ul style="list-style-type: none"> • Fluently bilingual in English and French • Good computer skills: Office suite, AutoCAD, Mastercam, Solidworks • Experience as a Quality Control team leader 		
WORK EXPERIENCE		
Industrial Millwright , Mason Manufacturing, ON		2014- Present
<ul style="list-style-type: none"> • Dismantling of paper machines at CAPSTONE paper mill • Working with hand tools, cutting with torches • Operating cranes and lift trucks • Read diagrams and schematic drawings 		
Senior Machinist , CANNACORP, ON		2012- 2014
<ul style="list-style-type: none"> • Trained new employees on assembly and machine operation • Operated mills, drills and lathes • Used measuring tools and equipment including micrometers, calipers • Selected as Quality Control team leader by Supervisor based on performance 		
Machinist , Local Company, ON		2009- 2012
<ul style="list-style-type: none"> • Inspected parts with micrometers/other measuring devices for quality • Cleaned off sharp edges, polished and buffed parts, and paid attention to detail • Finished up paperwork to move on to final inspection • Cleaned equipment and work area daily, performed minor and preventative maintenance 		
REFERENCES		
Terry Arthur, Supervisor, Mason Manufacturing, (987) 111-0000		
Rupert Singh, Supervisor, CANNACORP, (987) 111-1111		