

SHOP FOREPERSON (Vintage Woodworks, located in Central Saanich)

**About you and the position:**

The successful applicant will be a seasoned leader who is a self-starter and can contribute hands on. Your experience allows you to; make sound decisions, build and lead a successful and engaged team, create or improve processes, provide training tools and schedules, manage production flow, manage inventory as well as some purchasing, and quality of workmanship. You are organized, and have experience in solid wood construction or joinery. You have a passion for the trades, and display a high work ethic. If selected, you will work closely with the leadership team and play a part in business planning and development. You will play an active role in developing training tools, processes and advising on best practices. On the floor you will work amongst our team who specializes in providing restoration products for historic windows, doors, mouldings and brackets.

If you have the requirements listed below and want to work in a family-oriented environment surrounded by people who truly care about what they are doing and pride themselves in producing the highest quality product in the industry please submit your resume through this job posting.

**Requirements include:**

- 3 years minimum as a foreman with a proven success rate for leading a team to success while maintaining company expectations and quality of work
- 5 -10 years experience working in the construction industry, or experience working in an environment where wood products (or similar products) are manufactured
- Ability to identify bottlenecks and rectify
- Ability to mentor
- Knowledge of door and window construction, installation and functionality is an asset
- Knowledge of heritage, millwork, woodwork or customized wood products is a valued asset
- Experience assessing or estimating costs and reviewing blueprints
- Experience planning and developing processes
- A keen eye for detail
- Good math skills for working out measurements and the ability to follow technical plans
- Manage workflow to meet deadlines and budgets while upholding the highest level of quality
- Ability to construct and train employee's on window restoration and installation
- Effective management skills
- Strong written, verbal and interpersonal communications skills
- Ability to work effectively as a team member
- Good organizational skills and the ability to quickly respond to changes in priority
- Reliable and motivated with a strong work ethic

- Computer skills and the ability to use a variety of computer applications (MSOffice Suite preferred)
- Must have a Class 5 Driver's License in good standing; and have a vehicle (for site visits)
- May be subject to a Criminal Record Check

**About Us:**

Vintage Woodworks is BC's heritage millwork supplier. Our specialty is providing restorations products for historic windows, doors, mouldings and brackets storefronts and the manufacture of new wood products that can match heritage design while meeting environmental concerns. We use materials with both new and old techniques to proudly stand behind our products. We have studied methods of millwork shops from years gone by and learned that quality craftsmanship that can last a lifetime. At Vintage Woodworks Inc. we are committed to quality workmanship in historical millwork.

To learn more about us, please visit our website: [www.vintagewoodworks.ca](http://www.vintagewoodworks.ca).