



Job Posting

Job Title: Assembler
Status: Full Time
Reporting to: Manager, Assembly
Location: Ottawa, Ontario

About Lee Valley:

Since 1978, Lee Valley has recognized that woodworking and gardening are not just hobbies, but are for many a lifestyle choice. Lee Valley Tools enjoys a proud 40-year history of providing high-quality woodworking, gardening, hobby, hardware, gift and seasonal merchandise to customers worldwide. Our customer service is renowned. We pride ourselves on providing quality in all products, whether developed and manufactured internally or sourced elsewhere.

A position at Lee Valley is more than just a job – we honor the time and dedication that our people give by providing sustained and meaningful employment and we strive to provide an environment where learning and development are encouraged.

Overview:

The assembler performs activities related to the assembly and packaging of a variety of products manufactured by Veritas Tools and for sale to final customer.

Key Responsibilities:

- Assembles/packages full range of products using automated packing equipment, lathes, hydraulic presses and other power equipment
- May perform material handling duties
- Follows standards/procedures for use of personal protective equipment when required
- Performs detailed quality inspection and sorting of component and final product
- Follows written instructions (MAPs, PIPs, etc.)
- Follows all safety procedures
- Performs rework as required
- Maintains all production-related data as required

Knowledge and Skills:

- High school or less than 1 year specific training or college certificate
- Typically requires 1-2 years of experience

Job Specific Skills:

- Ability to operate various automated packaging equipment, lathes, hydraulic presses and other power equipment
- Good manual dexterity
- Good mechanical skills
- Basic knowledge of Microsoft Excel
- May be required to work overtime

Interested in joining the Lee Valley Team?

[Apply online using ADP](#)