

# FINDING

Informing  
Attracting  
Developing  
Retaining

# Work at ...

## BLINDS BY VERTICAN

### Company Background

Established in 1979, Blinds By Vertican is a manufacturer of window blinds and coverings. The company has approximately 65 employees. It manufactures several different styles of blinds such as:

- Venetians.
- Verticals.
- Roller shades.
- Pleated/cellular shades
- Solar shading systems.

All blinds are manufactured at the Medicine Hat plant location. Finished products are shipped across Western Canada.

### Types & Nature of Work

The majority of the work involves the assembly, packaging, and shipping of blinds. Entry-level employees generally start in these areas. Some of the staff focus on preparing different parts of the blind. The majority of this work is hands-on. However, some stages involve the operation of machinery. Other staff gather the different parts of the blinds and assemble them into the final product.



Assembled blinds are then given to a checker to make sure that the blinds meet company standards. From there the blinds go to a packager who prepares the blinds for shipping.

There are also shipping and receiving staff. These employees are responsible for the receiving of the various raw materials. They are also responsible for shipping finished products to customers.

Work in all of the above areas involves standing for long periods of time.

The company also employs 4 customer service staff. These employees take product orders and respond to customer questions. In addition, four full-time sales employees are responsible for sales of the different types of blinds.

The primary need for employees is generally in the assembly, packaging, and shipping/receiving departments.



### **Ideal Candidate Qualifications**

- Grade 12 is preferred but not mandatory.
- Must be able to arrive at work on time.
- Must be reliable and have a professional work attitude.
- English fluency is not mandatory.
- Must be clean and respectable in appearance.
- Must be able to work both independently and as part of an assembly team.

### **Training Opportunities**

On-the-job training is provided for most employees, depending upon the area they work in.

Advancement in the company is generally based on length of employment and experience.

### **Hours, Pay, Benefits**

Employees work full-time and hours of work are 8:00 a.m. – 4:30 p.m., Monday to Friday. The company can also provide flexible work hours to meet the needs of its employees.

Shift work is not required and overtime is generally not available.

Current pay rates will be discussed with applicants at the time of their application.

A benefits package is provided for all full-time employees. New employees must successfully complete a three-month probationary period to qualify for benefits.

### **How to Apply**

Application forms are available at the office. However, the company prefers that employees bring a personal resume. Potential employees can apply in person, by mail, by fax, or email. In person is the preferred method.



### **Contact Information**

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