Production Assistant Job Posting

About Seacork

Seacork Studio is a Vancouver-based startup that makes acoustic panels from seaweed, designed to reduce and store carbon with a circular end-of-life. We help architects and contractors meet acoustic needs and reduce the environmental footprint of interior spaces. We are a small, interdisciplinary team of designers, engineers, scientists, and ocean advocates rethinking our relationship to materials and the natural world.

The Role

We're seeking a Production Assistant to support daily manufacturing, material testing, and operations at our Vancouver facilities. This is a full-time, in-person role at our facilities in Vancouver, designed for someone who enjoys practical work, follows procedures carefully, and keeps accurate records.

You'll work closely with our Production Technician and technical team to produce seaweed-based acoustic panels, prepare samples, and keep materials and equipment ready for production. You'll report to Seacork's Director of Technology and receive training in our materials, processes, testing methods, and equipment.

What You'll Do

Production and Batch Preparation

- Produce seaweed-based acoustic panels at a Vancouver facility
- Prepare raw materials, equipment, and batch inputs using approved formulations and production instructions
- Complete assigned production batches, check each step, and record quantities, conditions, output, and deviations

Process Development & Material Testing

- Support process trials and record operating conditions, observations, and results
- Maintain organized batch records and update work instructions when changes are approved

- Prepare and label samples, perform routine material tests, and flag results outside agreed criteria
- Record measurements and test conditions so results can be traced to the relevant formulation and batch

Equipment, Facility and Logistics

- Clean and maintain equipment, complete readiness checks, and log maintenance work
- Keep the production area, tools, and equipment safe, organized, and ready for planned work
- Perform routine equipment maintenance, including cleaning and other basic upkeep.
- Track incoming materials, stock usage, and inventory balances; communicate shortages or discrepancies
- Support shipping and receiving, and prepare, assemble, and ship Seacork sample boxes

Across these activities, you'll share concise progress updates, keep records accessible to the team, and suggest practical improvements based on your observations.

Who You Are

Technical Skills

- Post-secondary training or education in manufacturing, materials, trades, laboratory methods, or a related technical field
- Comfortable following written instructions and using measurements, calculations, units, and spreadsheets accurately
- Careful and consistent in keeping production and test records
- Comfortable using or willing to learn power tools and workshop equipment; full training and standard operating procedures will be provided
- Able to lift items up to 50 lbs

Relevant experience can come from employment, internships, technical training, or hands-on projects.

Human Skills

- Reliable, organized, and attentive to detail, including during repetitive production tasks
- Willing to learn, receptive to feedback, and able to build independence with practice
- Clear communicator who asks for guidance when needed and reports issues promptly
- Comfortable moving between production, testing, documentation, and operational support as priorities change

Nice to Have

- Exposure to pilot production, process trials, or quality control
- Hands-on exposure to production, woodworking, laboratory operations, material testing, or comparable technical work
- Interest in sustainable materials and climate solutions

What We Offer

- Meaningful work at the intersection of climate, materials, and oceans
- Practical training and close collaboration with an interdisciplinary team
- Room to develop your technical skills and take on greater responsibility as you grow

Time and Pay

- Full-time, 40 hours per week, including some weekend work
- In person at our Vancouver, BC facilities
- Salary range: $45,000-$50,000 per year
- $1,000 / year in a Health Spending Account
- This role is a 6-month contract with the intention of growing into a permanent role

The preferred start date is December 8, 2026, depending on availability. Applications will be accepted until November 20, 2026.

Candidates must be eligible for WorkBC Wage Subsidy funding (see eligibility criteria).

To apply, email your cover letter and CV to info@seacorkstudio.com with the subject line “Production Assistant application”.