

# Andrew Wommack Ministries Canada

<https://awmc.ca/careers/product-assistant/>

## Production Assistant

### QUALIFICATIONS:

- Must be in agreement with the doctrinal statements of Andrew Wommack Ministries and Charis Bible College.
- Must have a background in basic sales practices or customer services practices and display a sound working knowledge of QuickBooks Enterprise, Microsoft O365.
- Must have good communication skills and work well with other people.
- Must be comfortable lifting 50lb boxes.
- Must be comfortable working in a fast-paced environment.
- Must have a permanent Residence status or be a Canadian Citizen.

### LINE OF AUTHORITY:

- The AWMC Production Assistant will assist with all book/printed materials and video production and distribution for the Andrew Wommack Ministries location and Charis Bible College campuses in that nation.

### LINE OF ACCOUNTABILITY:

- The AWMC Production Assistant will report to the AWMC Product Fulfillment Manager, who will report to the I.T. Manager, who in turn will report to the Director of Andrew Wommack Ministries Canada and World Outreach Regional Director and ultimately to World Outreach.
- The AWMC Production Assistant will be subject to all policies and procedures established by World Outreach.

### GENERAL PURPOSE:

- To assist AWMC Production Fulfillment Manager in ensuring proper stock of AWMC materials and those materials offered by Charis Bible College within Canada.
- To assist AWMC Production Fulfillment Manager in ensuring that each location (1 AWMC and multiple Charis) is properly stocked with products to be utilized by students and for sale.

### DUTIES GENERAL:

- The AWMC Production Assistant is to work alongside the Product Fulfillment Manager in all areas and duties relating to the Product Fulfillment Department. This is to fulfill Andrew Wommack Ministry Canada's onsite product production, shipment, printed mailing needs and requests of other departments in an efficient and timely manner. The primary duties associated with this position are the duplication and production of ministry resources such as CD's, DVD's and printed materials, aiding in the printing and mailing of publications, completing fulfillment and packing of all product orders and requests from other departments within the ministry. Orders and requests may be forwarded from the web, helpline, postal mail, and communication services. These orders and requests must be processed and completed within the acceptable given time frame established by the Product Fulfillment Manager.

### Hiring organization

Andrew Wommack Ministries  
Canada

### Employment Type

Full-time

### Benefits

As per plan

### Department

Production

### Reports to

Product Fulfillment Manager

### Job Location

50 Valleybrook Dr., M3B 2S9, North York, ON, Canada

### Working Hours

37.5

### Date posted

May 27, 2026

## **DUTIES SPECIFIC:**

- The AWMC Production Assistant will duplicate and produce resource materials for the ministry using onsite duplication equipment, commercial printers, and other equipment.
- The AWMC Production Assistant will complete reports and forms as needed.
- The AWMC Production Assistant will oversee volunteers and others assigned to them on an as needed basis.
- The AWMC Production Assistant will process Packing Slips, Daily Receipts and Partner mailings.
- The AWMC Production Assistant will Pick, pack, and prepare resources for shipping, daily orders within an acceptable time frame.
- The AWMC Production Assistant will assess production needs based on current stock and orders.
- The AWMC Production Assistant will build products into QuickBooks.
- The AWMC Production Assistant will enter order shipping information into QuickBooks.
- The AWMC Production Assistant will assist other departments as assigned by the Product Fulfillment Manager.
- The AWMC Production Assistant will assist in the Gospel Truth Rallies and conferences hosted by the Ministry.
- The AWMC Production Assistant will ensure that there is inventory of all books, study guides, etc. on the shelving heights to pull from and will inform Product Fulfillment Manager if items are running low.
- The AWMC Production Assistant will Inform Product Fulfillment Manager of any discrepancies of raw materials or inventory between physical quantity on hand and what is shown in QuickBooks.
- The AWMC Production Assistant will work with Canada Post and/or Courier companies for the pick-up of daily orders & deliveries.
- The AWMC Production Assistant will maintain and restock inventory of supplies needed for Printing and mailing of orders.
- The AWMC Production Assistant will quickly identify problems and develop plans to solve issues, seek timely assistance as needed.
- The AWMC Production Assistant will maintain a clean and safe working environment.
- The AWMC Production Assistant will carry out other Various Duties assigned by the Product Fulfillment Manager.

## **GUIDELINES / EXPECTATIONS:**

- The AWMC Production Assistant will conduct themselves according to the guidelines of the ministry. They will be held to the standards outlined in the employee "Code of Conduct" portion of the directives. They will maintain a professional relationship with each of the people they oversee while operating within the scope of their positions.