



JOB PROFILE

Date: June 21, 2018

Position: Production Supervisor & Purchasing, Display

Hemlock Printers Ltd. is an internationally recognized leader in commercial print with two manufacturing facilities in Burnaby, British Columbia and sales associates in Burnaby, Victoria, Seattle and San Francisco. We are also an equal partner in Hemlock Harling Distribution, a data-driven mail, fulfillment and distribution company located in Richmond, BC.

This position ensures an efficient flow of work through Display by liaising between our planning and production staff. Display docket reviews, work scheduling from press to shipping, and daily priority lists are reviewed. Overseeing day to day actions of production staff and assisting with equipment operation are key responsibilities of this role. Purchasing job and house stocks, along with day to day imaging, binding and packing material is also a high priority duty. This position is supported by, and reporting to the Manager of Digital & Display.

Core Responsibilities:

- Review Daily Priority schedules for imaging, bindery and shipping
- Review dockets after distribution to ensure an efficient path through the plant has been set
 - Report back to planners with any docket edits required
 - Verify stock and job material quantities are accurate
- Supervise production staff to ensure performance targets are being met
- Support production staff with job and equipment mentoring
- Suggest and implement workflow and process improvements
- Provide input related to staff development and equipment purchases
- Assist as needed to ensure jobs on list exit as required, which can include but not limited to:
 - Perform prepress duties, operate imaging and/or finishing equipment
- Ensure all equipment is running smoothly
 - Guide maintenance & calibration processes, periodic and preventative
 - Work with suppliers to arrange service
- Purchase house and job stock, along with all production related materials
 - Create PO's
 - Work with vendors on timing
- Additional duties as required



If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote PRODUCTION SUPERVISOR, DISPLAY in the email subject line. We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.