



## INTERNAL JOB POSTING

Date: July 16, 2018  
Position: Afternoon Shift Supervisor  
Schedule: Monday to Thursday  
Hours: 3:30 pm to 12:15 am

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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.

We have an immediate job opening for Afternoon Shift Supervisor. The position is steady afternoons, Monday to Thursday. The shift does require some flexibility in cases of vacation relief and time off.

The successful candidate is responsible for the efficient flow of production related to Hemlock's afternoon shift activities, aligning with Hemlock's quality standards and the scheduled requirements of each project. The Afternoon Shift Supervisor oversees production staff in our prepress, press, finishing and shipping departments. Working with production management and project managers ensuring the highest level of satisfaction within our production environment.

Primarily duties include working directly with clients, responding appropriately to their requests, collaborating with employees and staff while resolving problems that may arise. Organizational responsibilities such as reports, health and safety or maintenance issues, and scheduling are also included.

A successful candidate should have:

- Excellent written and verbal communication skills
- Ability to manage offset print projects under tight deadlines
- Ability to multitask and move efficiently between different responsibilities
- Ability to work cooperatively as a team member
- Strong leadership skills which foster a positive atmosphere
- Strong coaching and mentoring skills which foster a focused and motivated team
- Strong interpersonal skills
- Ability to manage and resolve disputes and emergencies
- Goal-setting and results oriented



Preference will be given to those who have a formal education in print technology, extensive experience in the printing industry with a minimum of 2 years supervisory experience.

If you are interested in this position, please forward your resume to [hrd@hemlock.com](mailto:hrd@hemlock.com) and quote AFTERNOON SHIFT SUPERVISOR in the email subject line. We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.