



JOB PROFILE

Date: September 12, 2018
Position: Day Shift Bindery Supervisor
Shift: Monday-Thursday 6:00am – 3:30pm, Friday 6:00am – 10:00am

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 Day Shift Supervisor.

Summary

Oversee Bindery Department to ensure efficient and high-quality production, meeting customer requirements and company performance standards in accordance with Hemlock's policies and procedures.

Core Responsibilities:

1. Respond appropriately to customers' job requirements while ensuring the most effective utilization of production resources by managing the plant load and workflow.
2. Resolve technical challenges, trouble shoot, provide advice and recommend measures to improve productivity and product quality.
3. Supervise, coordinate and schedule activities of staff to handle workload, including authorizing overtime.
4. Provide accurate and complete work schedule information to production staff at the beginning of shift and at the end of shift to hand off to afternoon shift supervisor.
5. Establish methods to meet work schedules and coordinate work activities with other departments to maximize uptime in the pressroom. For example, make-ready processes, standardize set up, staffing capabilities.
6. Participate with other departments to ensure the continuous, on-going improvement of processes, methods, productivity, and quality while reducing costs.
7. Sustain lean efforts to reduce time and cost.
8. Conduct weekly huddles.
9. Ensure the training and cross-training of staff in the processes and methods required to achieve the company's standard for quality and safety, consistent with company's policies and principles.



10. Select and order bindery materials and supplies.
11. Coordinate and book maintenance requirements with internal and external resources.
12. Maintain technical competency and remain current in technology and changes in the industry.
13. Conduct regular performance evaluations of direct reports.

Additional Duties:

The position will include all duties assigned to ensure the proper functioning of operations in the department. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is determined by the company to be a reasonable assignment to the position.

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 and quote DAY 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.