



JOB PROFILE

Date: October 12, 2018
Position: Production Planner – Offset Print

Hemlock Printers Ltd. is an internationally recognized leader in print communications with our manufacturing plant in Burnaby, British Columbia and sales associates in Burnaby, Victoria, Seattle and San Francisco. For more information, please visit www.hemlock.com.

We have an immediate job opening for a Production Planner – Offset Print to join our Customer Service Team. The position is focused on successful project management and customer support for Hemlock’s conventional and UV offset print activities.

This position would be fulltime – Monday to Friday. The successful candidate would have a minimum three years of relevant industry experience and/or related post-secondary education.

Other requirements for this position include:

- Excellent written and verbal communication skills
- Ability to manage simple projects under tight deadlines
- Ability to multitask and move efficiently between different responsibilities
- Ability to work cooperatively as a team member
- Experience and proficiency in Word and Excel
- Experience in printing industry MIS software is an asset
- Strong customer service skills

Core Responsibilities:

- Plan and manage print orders from order submission through to billing
- Act as the primary contact ensuring customer needs (internally and externally) are met
- Co-ordinate materials and 3rd party suppliers as required
- Ensure project stays within estimated scope and manage change costs as required
- Support other Customer Service team members to balance and manage workload
- Meet with scheduling and production departments to monitor job status and ensure that quality standards and requirements are achieved
- Participate and support in continuous improvement and the development of best practices within and across departments



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