



## JOB PROFILE

**Date:** November 8, 2018  
**Position:** Bindery and Shipping Assistant

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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 entry level job opening in our Digital Bindery Department as an Assistant. The shift schedule will be 8am to 4pm Monday to Friday but may require flexibility for shift changes.

The position requires the candidate to be detail oriented and able to handle high volume production in a fast-paced environment. Bindery duties will include carton packing, assisting on bindery equipment and hand-work as required. Shipping duties include prepping ship labels and entering details into various shipping software systems.

The successful candidate should have:

- Aptitude and willingness to multitask and move efficiently between different functions
- Ability to maintain quality control processes and be a highly organized, self-motivated individual
- Ability to work under tight deadlines in a fast-paced environment
- Possess a keen eye for detail
- Ability to work cooperatively as a team member
- Excellent written and verbal communications skills
- Proficient with basic computer applications (Outlook, Word, Excel)
- Heavy lifting required

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