



JOB PROFILE

Date: April 22, 2019
Position: Purchasing Assistant
Schedule: Monday to Friday
Hours: 8:00am to 4:30pm

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

We have an immediate posting for a Purchasing Assistant to join our Production Team. The successful candidate will be responsible for procurement of standard supplies used by Hemlock on a daily basis, including inks, printing plates, packaging materials and other production related materials. The role will also support Hemlock's Purchasing lead in the procurement and verification of paper purchases.

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

Qualifications/skills/experience:

- Excellent written and verbal communication skills
- Ability to work cooperatively as a team member
- Experience and proficiency in Word and Excel
- Strong analytical and math skills
- Strong customer service skills
- Experience in printing industry MIS software is an asset
- Experience in a paper or commercial printing environment is an asset

Responsibilities include:

- Purchases supplies according to established supply chain agreements on a "just in time" basis
- Manages inventory, including placing re-orders, for a number of materials including ink, plates and packaging materials
- Supports Hemlock Purchaser in the daily verification of all paper purchases
- Supports Hemlock's Digital Print Supervisor with the placing of paper orders and the maintenance of house inventory program



- Manages updates to paper pricing database on an ongoing basis
- Liaises with warehouse employees for inventory updates

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