



INTERNAL JOB POSTING

Date: April 8, 2019
Position: Weekend Shift Supervisor
Schedule: Friday to Sunday
Hours: 6:00am to 5:00pm

We have an immediate job opening for Weekend Shift Supervisor. The position is steady Weekends, Friday to Sunday. 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 Weekend shift activities, aligning with Hemlock's quality standards and the scheduled requirements of each project. The Weekend 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 and quote WEEKEND SHIFT SUPERVISOR in the email subject line. We would like to thank all applicants for their interest, however, only shortlisted candidates will be contacted.