



JOB PROFILE

Date:	December 3, 2019
Position:	Bindery Operator - Folder/Cutter
Status:	Regular, Full Time
Shift:	Monday to Thursday
Hours:	9 Hours/Day // 8.25 Hours/Aft
Location:	Burnaby, BC

Hemlock Printers is a North American leader in the rapidly changing and transforming business of print communications. In business for over 50 years, we are truly best-in-class and deliver superior results through expert craftsmanship, advanced technology and sustainable practices. For more information, please visit www.hemlock.com.

We have an opening for a FOLDER/CUTTER OPERATOR to join our Bindery Department. The position will be Monday to Thursday but may require flexibility for shift changes when required.

The position requires the candidate to be detail oriented and able to handle high volume production. Bindery duties are primarily folding & cutting with the ability to run other bindery equipment when needed, as well as hand-work duties as required.

Core Responsibilities:

- Responsible for setting-up, maintaining, and operating the folders and cutters efficiently and as needed; observes machines to detect malfunctions throughout production run.
- Handles pallets of printed material properly, loading and unloading product on and off machines.
- Keeps attentive to detail by checking items for accuracy and errors and make suggestions to improve job quality, cost and time involved to complete a job.
- Adjusts machine to ensure that the job is finished to required size and specifications and troubleshoots problems with equipment.
- Mentors and trains fellow teammates on machines and processes as needed.
- Helps in the development in Standard Operating Procedures (SOP's) for job related functions, processes, and/or recommend method efficiencies and process improvements.
- Follows all Hemlock policies, procedures, and safety rules; including the use of appropriate safety equipment.
- Understands customer quality requirements and Hemlock quality specifications.
- Assists with other bindery operation procedures when necessary.
- Participate and support in continuous improvement and the development of best practices within and across departments.



Skills & Qualifications:

- Minimum of 5 years bindery production experience
- 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
- Ability to work cooperatively as a team member
- Excellent written and verbal communication skills

If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote BINDERY OPERATOR - FOLDER/CUTTER in the email subject line (links will not be accepted). We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.