



## JOB PROFILE

**Date:** July 19, 2021  
**Position:** Purchasing Assistant  
**Status:** Full Time  
**Shift:** Monday - Friday  
**Hours:** 7.5 Hours/Day  
**Location:** Burnaby

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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](http://www.hemlock.com).

We have an opening 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.

The position is full-time - Monday to Friday; 8:00am to 4:00pm (7.5 hours with ½ hour unpaid lunch) and may require occasional overtime.

### **Core Responsibilities:**

- 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
- Receipt of goods verification and invoice processing
- 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 Manufacturing employees for inventory updates

**Additional Duties:** The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your Supervisor or Manager are expected to be performed.

### **Skills & Qualifications:**



Required:

- Minimum three years of relevant industry experience and/or related post-secondary educations
- 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

Assets:

- Experience in printing industry MIS software is an asset
- Experience in a paper or commercial printing environment is an asset.

If you are interested in this opportunity, please forward your resume to [hrd@hemlock.com](mailto:hrd@hemlock.com) and quote **PURCHASING ASSISTANT** 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.