



JOB PROFILE

Date: August 30, 2021
Position: Bindery Assistant
Status: Regular, Full Time
Shift: Monday - Thursday
Hours: Afternoons 8.25 Hours/Day (3:30pm - 12am)
Location: Burnaby

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 job opening for a full time **BINDERY ASSISTANT** to join our Bindery Department. The position will be Monday to Thursday afternoon shift but may require flexibility for shift changes when required.

This position is responsible for general assistance in the bindery department from helping the machine operators to packing up printed material for preparation of shipping.

Core Responsibilities:

- Assists the operators on various specialized equipment and machines that cut, fold, bind and finish printed material.
- Handles and packs printed material properly for preparation for shipping.
- Creates labels for all packed printed material.
- Keeps attentive to detail by checking items for accuracy and errors and make suggestions to improve job quality.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Maintains cleanliness of work area.

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:

- Able to work independently and cooperatively as a team member
- Basic knowledge of printing would be an asset



- Excellent written and verbal communication skills
- Ability to perform work under tight deadlines
- Ability to multi-task and move efficiently between different responsibilities
- Strong teamwork skills and enjoyment of working well with others
- Must be physically fit and able to regularly lift and/or move up to 25lbs, and occasionally move up to 50lbs.
- Previous experience and/or Forklift training would be an asset

Benefits:

- Extended Health and Dental (incl. of Vision & Prescriptions), Life, AD&D, Short-term Disability and Long-term Disability Insurance package
- Vacation and Care/Sick pay
- Group RRSP
- Profit Sharing
- Employee & Family Assistance Program
- Transit/Compass Card program
- Free Electric charging stations & onsite parking

Hemlock Printers is committed to building a diverse and inclusive workplace. We strive to ensure our internal policies and practices recognize the value of diversity, inspire employee participation and are free of barriers for advancement. Our goal is to provide equal possibility for everyone and for every employee to feel safe, valued, empowered, and respected for their contributions to our shared purpose. All those who would contribute to the further diversification of our community are encouraged to apply.

If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote **BINDERY ASSISTANT** in the email subject line.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.