



JOB PROFILE

Date: August 30, 2021
Position: Bindery Operator, Digital
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 OPERATOR** within the finishing group of our digital production team on our Monday to Thursday afternoon shift.

The successful candidate should be well organized, focused on detail and able to work within a fast-paced environment under tight deadlines.

Core Responsibilities:

- Bindery and machine finishing including trimming, folding, stitching, drilling, laminating, perfect binding and wire-o binding
- Hand work including, but not limited to, packaging, boxing, labelling of final product
- Final trimming of imprint, small format and digitally imaged projects
- Operation and maintenance of a Polar cutter, including knife changes
- Examining finished products for defects
- Transport live jobs and stock by cart or manually
- Receive incoming orders from various shipping companies
- Participate and support in continuous improvement and the development of best practices within and across department.

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:

- Minimum 2 years work experience or related post secondary education
- Able to work as a team member cooperatively and independently
- Solid computer and math skills



- Excellent written and verbal communication skills
- Ability to manage work load under tight deadlines
- Ability to multi-task and move efficiently between different responsibilities
- Strong customer service and interpersonal skills
- Help in other departments as required

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 OPERATOR, DIGITAL** in the email subject line.

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