



JOB PROFILE

Date: September 9, 2021
Position: Bindery Operator - Folder/Cutter
Status: Regular, Full Time
Shift: Monday - Thursday
Hours: 9 Hours/Day, 8.25 Hours/Afternoon
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 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.

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 5 years of 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

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 - FOLDER/CUTTER** in the email subject line.

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