



JOB PROFILE

Date: November 2, 2021
Position: Pressroom Assistant
Status: Permanent, Full Time
Shift: Monday to Thursday
Hours: 9.0 Hour/Day (6:00 am - 3:30 pm)
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 opening for a **Pressroom Assistant** to join our Press Department. If you are someone with a "can do" attitude who is prepared to learn from the ground up to begin your career in print, we are looking for you! This is an opportunity to learn the print business from some of the best in Hemlock's Pressroom Department and explore long term options for your print career. The Pressroom Assistant is key to the smooth running of our production. The team will be counting on you to ensure they have what they need to keep the work moving.

Core Responsibilities:

- Prepare paper for printing press
- Help with press wash-ups
- Recycling of pressroom paper and consumables
- Material handling
- Organize and keep shop floor tidy
- Help in other departments as required
- 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 Management Team 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 team work skills and enjoyment of working well with others
- Must be physically fit and able to lift over 40lbs
- 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 **Pressroom Assistant** in the email subject line.

Open Until Filled.

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