



## JOB PROFILE

**Date:** August 22, 2022  
**Position:** Production Planner – Litho Print  
**Status:** Permanent Full Time  
**Shift:** Monday to Friday  
**Hours:** 7.5 Hour/Day (8:30 am – 4:30 pm with ½ hour unpaid lunch)  
**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, Seattle and San Francisco. For more information, please visit [www.hemlock.com](http://www.hemlock.com).

We are adding to our Litho Planning Team and have an opening for a **Junior Production Planner**.

The Production Planner, Litho Print provides exceptional project management services for Hemlock's litho print activities. The role ensures all relevant production specifications are communicated clearly and efficiently to production teams and outside suppliers ensuring the product meets or exceeds both quality and delivery expectations. Equally important, the role provides responsive and professional service to Hemlock's customers, sales team members and other internal staff involved in the project.

### Core Responsibilities:

- Plan and manage print orders from order submission through to billing
- Act as primary contact (internally and externally) ensuring customer needs are met
- Co-ordinate materials and 3<sup>rd</sup> party suppliers as required
- Ensure project stays within estimated scope and manage change costs as required
- Support other Customer Service team members to balance and manage workload
- Participate and support continuous improvement and the development of best practices within and across the 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 manager are expected to be performed.

### Skills & Qualifications:

- Related diploma or degree and/or a minimum of one year of industry experience in print production planning or coordination is an asset.
- Has excellent listening and communication skills
- Has good analytical and problem-solving skills
- Able to establish excellent rapport with clients
- Able to stay focused under pressure
- Able to meet strict deadlines
- Has strong attention to detail and accuracy



**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 an 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](mailto:hrd@hemlock.com) and quote **Junior Production Planner – Litho** 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.