



## JOB PROFILE

**Date:** October 17, 2022  
**Position:** Bindery Worker  
**Status:** Temporary, Casual On-call  
**Shift:** Monday - Sunday  
**Hours:** 8 Hour/Day (Day 6:30 am - 3:00 pm; Afternoon 3:30 pm - 12:00 am)  
**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 have several job openings for BINDERY WORKERS. During our busy periods, we have a need for entry-level, skilled workers with an eye for quality and accuracy. This position is casual/ on-call with no guaranteed hours. Workers can accept or decline shifts based on their availability.

Individuals must be able to perform a variety of duties to produce on-time commercial print products that meet our high standards. Responsibilities range from hand assembly / packaging to assisting on bindery equipment.

### Core Responsibilities:

- Assists the operators on various specialized equipment and machines that cut, fold, bind and finish printed material.
- Hand assembles printed material including forming, gluing, collating, inspecting and packing
- Handles and packs printed material properly for preparation for shipping.
- Operates small equipment that may involve drilling, stitching and shrink wrapping
- Creates labels for all packed printed material.
- You may also be assigned bindery work requiring some equipment setup, cleaning or maintenance as needed, as well as pulling inventory and managing supplies

**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:

- Able to work independently and cooperatively as a team member
- 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 in the print industry and/or Forklift training would be an asset, but not required

### Benefits:

- Vacation and Sick pay
- 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](mailto:hrd@hemlock.com) and quote **Bindery Workers - Casual / On call** 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.