



JOB PROFILE

Date: November 23, 2022
Position: Press Operator HP Indigo - Digital
Status: Permanent, Full Time
Shift: Monday to Thursday // Friday to Sunday
Hours: M-Th Day: 9.0 Hour/Day (6:00 am - 3:30 pm)
M-Th Aft: 8.25 Hour/Day (3:30 pm - 12:15 am)
F-Su Wkd: 10.5 Hour/Day (6:00 am - 5:00 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 job opening as a **Press Operator HP Indigo** to join our Digital Production Team. This position is responsible for preparing, operating and maintaining our HP Indigo presses to ensure the efficient production and completion of assigned projects. The successful candidate should be organized, focused on problem solving, a keen eye for detail and able to work within a fast-paced environment under tight deadlines.

The position is a permanent Full Time working Monday to Thursday, afternoon shift (3:30pm to 12:15am).

Core Responsibilities:

- Review job orders to determine quantities to be printed, stock specifications, colors, or special printing instructions
- Perform file pre-flight, set-up and rip PDF file queues for press
- Monitor press runs for quality and consistency and make adjustments as required
- Follow workflow scheduling and job tracking, using computer database software
- Monitor inventory levels on a regular basis, requesting additional supplies as necessary
- Maintain an organized and clean workspace
- Mix and maintain Indigo PMS inks
- Perform regular maintenance and diagnose and troubleshoot mechanical issues
- Source various means of information to solve problems and identify new applications and provide support in other areas of production when and where needed throughout each day
- Participate and support in continuous improvement and the development of best practices, both within the digital department, and across other 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 manager are expected to be performed.

Skills & Qualifications:

- Minimum two years of relevant industry experience and/or related post-secondary education.
- Experience in Adobe Illustrator, InDesign & Photoshop is an asset
- Colour theory is an asset
- Mechanically inclined
- Ability to read and understand schematics
- Keen eye for detail to ensure high-quality standards are met.
- Excellent written and verbal communication skills.
- Ability to manage simple and complex projects under tight deadlines



- Ability to work cooperatively as a team member
- Can interact and remain focus while dealing with multiple objectives
- Math skills with addition, subtraction, multiplication
- Self-motivation and the ability to work independently
- Physical ability to lift up to 40 pounds
- Strong customer service 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 **Press Operator HP Indigo - Digital** 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.