



JOB PROFILE

Date: November 23, 2022
Position: Press and Finishing Operator - 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 a job opening as a Press and Finishing Operator to join our Digital Production Team. This position will offer a diverse range of production tasks from operating the QM46 press and multiple types of bindery equipment for the printing and finishing of a variety of printed products. The successful candidate should be well organized, focused on 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:

QM Press Operator:

- Review job orders to determine quantities to be printed, stock specifications, colors, or special printing instructions
- Mount plates to printing units and makes necessary adjustments
- Load presses with paper and make necessary adjustments to feed and tension controls, according to paper size.
- Obtains ink, fills ink fountains and adjust ink fountain flow rates
- Start presses, pull proofs to check for ink coverage and density, alignment, and registration, and inspect random samples during print runs to identify any necessary adjustments.
- Change press plates, blankets, or cylinders, as required.
- Monitor press runs for quality and consistency and make adjustments as required.
- Clean ink fountains, plates, or printing unit cylinders when press runs are completed.
- Follow workflow scheduling and job tracking, using computer database software.
- Monitor inventory levels on a regular basis, requesting additional supplies as necessary.
- Perform regular maintenance, such as cleaning or oil presses, or make minor repairs

Finishing Operator:

- Operate bindery and machine finishing including trimming, folding, stitching, drilling, die cutting, laminating, perfect binding and wire-o binding.
- Examine finished products, package, box, label final product for shipping
- Transport live jobs and stock by cart or manually
- 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 finishing, binding, and cutting considered an asset.
- 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 & Finishing Operator** 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.