



JOB PROFILE

Date:	March 28, 2023
Position:	Bindery Operator, Glendale
Reports to:	Director, Operations
Status:	Permanent, Full Time
Shift:	Monday to Friday
Hours:	Day shift 8.0 Hour/Day (8:00 am – 4:30 pm – ½ unpaid lunch)
Location:	Glendale, CA
O*NET-SOC	51-5113.00
Pay Scale:	\$19.00 – \$25.45

Hemlock Printers Ltd. is an internationally recognized leader in print communications with manufacturing plants in Burnaby, British Columbia and Los Angeles, CA, plus sales associates in Burnaby, Seattle, San Francisco and Los Angeles. We offer the most comprehensive range of sustainable print options in the market and strive to produce the highest quality product with the lowest environmental footprint. For more information, please visit www.hemlock.com.

The Hemlock team brings a culture of integrity, passion and experience to every project, allowing us to provide the best possible print solution for our clients. Together with the team at Paper Chase Press, we are excited to expand the production facilities at our Glendale location and are looking for people with a similar passion and experience for print. We have an immediate job opening for a full time **BINDERY OPERATOR** within the finishing group of our Glendale production team on our Monday to Friday day shift.

The successful candidate should be well organized, detail oriented and able to work within a fast-paced environment under tight deadlines.

Core Responsibilities:

- Operate various bindery and machine finishing equipment, including PUR Binder, Guillotine Cutter, Edge-Gluer, Drill Press, Kluge Press, Shrink-wrapper, Sewing Machine, Scoring Machine, Hot Stamper, and Pot Devin
- Produce a variety of finished goods, including hard and soft cover books, cards, hang tags, notepads, posters, brochures, folders, sleeves and packaging
- Prepare final product for shipping, which includes inspection, packaging, boxing, labelling of final product
- Review job orders to ensure understanding of the production and quality requirements, working with production management and customer support staff on deadlines, production details, and quality expectations
- Coordinate with production management and production planning on the shipping and receiving of materials, messenger services and other shipments
- Trouble-shoot problems, identify repairs and perform preventative maintenance on equipment as needed or required
- Ensure all projects meet quality standards, making suggestions to improve job quality, cost and time involved to complete a job
- Monitor inventory levels on a regular basis, request additional supplies as necessary
- 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 Supervisor or Manager are expected to be performed.



Skills & Qualifications:

- Minimum 2 years of relevant industry experience and/or related post-secondary education, with thorough knowledge of bindery tasks and equipment.
- Ability to set up, operate, and maintain all equipment in the bindery is considered an asset
- Have solid mechanical comprehension and ability
- Keen eye for detail to ensure high quality standards are met
- Able to work as a team member cooperatively and independently
- Solid computer and math skills
- Ability to manage workload under tight deadlines
- Ability to multi-task and move efficiently between different responsibilities
- Physically able to lift up to 40 lbs
- Excellent written and verbal communication skills
- Strong customer service and interpersonal skills

Benefits:

- PPO Health & Dental insurance for employee, spouse and qualifying children
- Life, AD&D, Short-term Disability and Long-term Disability Insurance package
- Health Spending Account (FSA)
- Vacation and Care/Sick pay
- Paid Holiday days - twelve (12) annually
- Group 401 K
- Profit Sharing
- Employee & Family Assistance Program

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 **BINDERY OPERATOR, GLENDALE** 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.