



## JOB PROFILE

<b>Date:</b>	July 27, 2023
<b>Position:</b>	Digital Shipping/Finishing Assistant
<b>Reports to:</b>	Digital Supervisor
<b>Status:</b>	Permanent, Full Time
<b>Shift:</b>	Monday to Friday
<b>Hours:</b>	8 Hour/Day (7:30 am – 3:30 pm)
<b>Location:</b>	Burnaby
<b>NOC</b>	95109
<b>Pay Scale:</b>	\$19.49 – \$22.74

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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](http://www.hemlock.com).

We have an opening for a **Shipping & Finishing Assistant** in the Digital Department. You would be primarily responsible for assisting the Shipper/Receiver in the Digital Department with preparing products for shipment, including entering shipping details and maintaining shipping records. You would also be responsible for aiding in the production of materials in the digital department by packing, labeling, and finishing products at the binding stage.

The Digital Finishing/Shipping Assistant must be detail oriented and able to handle high volume production in a fast-paced environment. They should be able to work efficiently in both independent and collaborative work, plus be able to adapt quickly on account of the wide range of tasks they will need to assist with.

The position is a full-time, permanent position, working Monday to Friday, 7:30 am – 3:30 pm with ½ hour unpaid lunch.

### Core Responsibilities:

- Handles and packs printed material properly for preparation for shipping.
- Assists with shipping tasks, including preparing products for shipment, entering details into various shipping software and storing shipping documentation,
- Assists with receiving tasks, including accurately receiving and organize incoming products from suppliers
- Provides backup support for digital shipper/receiver and other shipping positions.
- Assists the operators on various specialized equipment and machines that cut, fold, bind and finish material.
- Form custom printed product by hand, including hand-folding, gluing, sorting and collating.
- Maintains cleanliness of work area.
- Participates and support in continuous improvement and the development of best practices within and across 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:

- Able to work independently and cooperatively as a team member
- Excellent written and verbal communication skills
- Ability to perform under tight deadlines
- Ability of multi-task and move efficiently between different responsibilities
- Proficient with basic computer applications (MS Office – Outlook, Word, Excel)
- Basic knowledge of printing would be an asset
- Previous shipping experiences would be an asset
- Must be physically fit and able to regularly lift and/or move up to 25lbs and occasionally move up to 50lbs



**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](mailto:hrd@hemlock.com) and quote **Digital Shipping & Finishing Assistant** 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.