

Job Profile

Date:	October 16, 2023
Position:	Bindery Assistant
Status:	Permanent, Fulltime
Shift:	Monday to Thursday, Afternoons
Hours:	3:30 pm - 12:15 am with ½ hour unpaid lunch
Location:	Burnaby, BC
NOC:	95109
Pay Scale:	\$21.00 - \$23.63

Hemlock Printers Ltd. is an internationally recognized leader in print communications with manufacturing facilities and offices in Burnaby, BC and Los Angeles, CA, plus sales associates in Seattle, WA and San Francisco, CA. For more information, please visit hemlock.com.

We have an immediate opening for a **Bindery Assistant on our afternoon and weekend shifts**. A Bindery Assistant is responsible for general assistance in the Bindery Department from helping the machine operators, hand finish printed material, pack printed material and prepare finishing material for shipping.

A Bindery assistant should be able to work well in both independent and collaborative work. They should also 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. Available shifts are:

- Monday to Thursday, 3:30 pm - 12:15 am with ½ hour unpaid lunch.
- Friday to Sunday, 6:00 am - 5:00 pm with ½ hour unpaid lunch.

Position Responsibilities

- Assists the operators on various specialized equipment and machines that cut, fold, bind and finish printed material.
- Handles and packs printed material properly for preparation for shipping.
- Creates labels for all packed printed material.
- Keeps attentive to detail by checking items for accuracy and errors and make suggestions to improve job quality.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Maintains cleanliness of work area.



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 and Qualifications

- Able to work independently and cooperatively as a team member
- Basic knowledge of printing would be an asset
- Excellent written and verbal communication skills
- Ability to perform under tight deadlines
- Ability of multi-task and move efficiently between different responsibilities
- Must be physically fit and able to regularly lift and/or move up to 25lbs and occasionally move up to 50lbs
- Previous experience and/or Forklift training would be an asset

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 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 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.