

## Job Profile

<b>Date:</b>	January 25, 2024
<b>Position:</b>	Scheduler - Small Format
<b>Status:</b>	Permanent, Fulltime
<b>Shift:</b>	Monday to Friday
<b>Hours:</b>	8 hours / day
<b>Location:</b>	Burnaby, BC
<b>NOC:</b>	13201
<b>Pay Scale:</b>	\$52026 - \$61,568

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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](http://hemlock.com).

We are expanding our Scheduling Team and have a job opening for a **Scheduler - Small Format**. As the Hemlock Small Format Scheduler, you are responsible for scheduling small Format PrintVis cases. This role will work in conjunction with the Large Format scheduler and production supervisors to effectively and efficiently use available printing and finishing equipment. This role will also be responsible for maintaining house paper inventory levels.

A Small Format Scheduler should be able to work well in both independent and collaborative work. They should also be able to adapt quickly to optimize our equipment and staff with a major emphasis on providing a schedule and materials that satisfy the needs of our customers.

Reporting to the Production Manager, the position is a full-time permanent, working Monday - Friday, 8:00 am to 4:30 pm (½ hour unpaid lunch).

### POSITION RESPONSIBILITIES

- Schedules work using PrintVis Planning Board for Indigo7900, QM presses, small format bindery, subtrades and shipping
- Provides accurate and complete work schedule information including daily priorities to Pressroom Supervisor and Small Format Bindery Supervisor
- Updates PrintVis to reflect current status as required for small format press and bindery
- Attend daily production meetings
- Reports any scheduling commitment challenges back to planners
- Resolves production and workflow issues with the Production Manager
- Arrange and schedule press cuts for Indigo 7900 and QM presses
- Responds appropriately to customers' job requirements while ensuring the most effective utilization of production resources by managing the Small Format production load
- Creates work back schedules for planners as required
- Backup coverage for large format scheduling as required
- Posts daily inventory journal for small format paper and shell consumption
- Maintain and report inventory levels to purchasing for Indigo 7900 House sheets based on material requirements

**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 Management Team are expected to be performed.

### SKILLS & QUALIFICATIONS

- Knowledge of production standards when planning job requirements to determine the time and materials needed for production processes
- Ability to respond rapidly to changing customer requirements and production capabilities
- Strong listening and communication skills
- Assures the highest level of professionalism, ethics, and personal performance
- Ability to organize tasks while being sensitive to time constraints
- Ability to work enthusiastically to meet or exceed all performance goals
- Attentive to detail and accuracy and committed to quality standards



#### **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 **Scheduler – Small Format** 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.