

Job Profile

Date: August 12, 2026
Position: Production Planner
Status: Permanent, Fulltime
Shift: Monday to Friday
Hours: 7.5 hours / day
Location: Burnaby, BC
NOC: 13201
Pay Scale: \$55,276 - \$73658

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

We have an opening for a **Production Planner** in our Planning department. The Production Planner provides exceptional project management services for Hemlock's print activities. The role ensures all relevant production specifications are communicated clearly and efficiently to production teams and outside suppliers, ensuring the product meets or exceeds both quality and delivery expectations. Equally important, the role provides responsive and professional service to Hemlock's customers, sales team members and other internal staff involved in the project.

A Production Planner should be a capable communicator and should be adept at creating a good rapport with clients. They should also be able to work well and retain close attention to detail while under pressure.

The position is a full-time permanent, working Monday – Friday, 8:30 am to 4:30 pm (½ hour unpaid lunch).

GOALS OF THE POSITION

- Accurate & On-Time Job Execution: Ensure all offset and digital print jobs are planned and executed with minimal errors, meeting or exceeding customer delivery expectations.
- Efficient Workflow Coordination: Create clarity across departments to minimize delays, rework, and bottlenecks in production.

POSITION RESPONSIBILITIES

- Plan and manage print orders from order submission through to billing
- Act as primary contact (internally and externally) ensuring customer needs are met
- Coordinate materials and 3rd party suppliers as required
- Ensure project stays within estimated scope and manage change costs as required
- Support other Customer Service team members to balance and manage workload
- Participate and support in continuous improvement and the development of best practices within and across department.



Additional Duties: The position will include any and all duties assigned to ensure the proper functioning of operations in the department. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is determined by the company to be a reasonable assignment to the position.

SKILLS AND QUALIFICATIONS

- Five years of industry experience in print production planning or coordination is an asset. Related diploma or degree is an asset.
- Has excellent listening and communication skills
- Has good analytical and problem-solving skills
- Able to establish excellent rapport with clients
- Able to stay focused under pressure
- Able to meet strict deadlines
- Has strong attention to detail and accuracy

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

If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote **Production Planner** 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.