



Hemlock Printers Ltd.
7050 Buller Avenue
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Job Profile

Date: September 16, 2026
Position: Casual On-call Bindery & Finishing Assistant
Reports to: Supervisor, Small Format
Status: Temporary/Casual, Part Time
Shift: Monday – Sunday (day, evening or weekend – as available)
Hours: 7.5 or 8-hour shift, with ¼ hour paid coffee break and ½ hour unpaid lunch
Locations: 7050 Buller Ave., Burnaby; 7049 Curragh Ave, Burnaby &/or 11388 5 Rd, Richmond
NOC: 95109
Pay Rate: \$21.31

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

Hemlock Printers is seeking Casual On-Call Bindery & Finishing Assistants to support our Bindery and Finishing Team at our production & warehouse facilities. This role will provide support during peak production periods, employee absences, and special projects at our South Burnaby or South Richmond facility. This role plays an important part in ensuring our printed products are completed accurately, efficiently, and to the high-quality standards our customers expect.

The successful candidate is dependable, detail-oriented, safety-conscious, and enjoys working in a collaborative manufacturing environment.

This is a casual position involving shifts during regular business hours, evenings and weekends. Shifts are scheduled based on available work and employee availability. The employee can accept or decline available shifts as they are offered.

Core Responsibilities

- Assist with a variety of bindery and finishing operations including folding, cutting, collating, inserting, shrink wrapping, packaging, and hand-finishing tasks.
- Inspect finished products to ensure they meet quality specifications and customer requirements.
- Package completed work and prepare orders for shipment.
- Maintain accurate production records and complete required documentation.
- Follow established production schedules and work instructions.
- Support machine operators with setup, loading/off loading material, and cleanup activities.
- Maintain a clean, organized, and safe work environment in accordance with company safety standards.



- Collaborate effectively with team members across production departments to meet customer deadlines.

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

- Strong attention to detail and commitment to quality.
- Ability to follow written and verbal instructions accurately.
- Effective teamwork and communication skills.
- Ability to safely lift and move materials up to 30 lbs on a regular basis.
- Ability to stand, walk, bend, reach, and perform physical tasks throughout a shift.
- Ability to perform repetitive tasks while maintaining accuracy and quality standards.
- Availability to work flexible on-call shifts based on business needs.
- Previous experience in a manufacturing, bindery, finishing, warehouse, or production environment is considered an asset.

Benefits:

- Vacation and Sick pay

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