

Job Profile

Date: October 7, 2026
Position: Machine Operator – Mailing & Bindery Equipment
Reports to: Shipping Supervisor
Status: Production Supervisor
Shift: Monday to Thursday – Afternoon Shift
Hours: 8.25 Hour/Day (3:30 pm to 12:15am less ½ hour unpaid lunch)
Location: Burnaby
NOC: 94152
Pay Scale: \$24.44 - \$29.02 base rate plus 10% shift premium for afternoon shift

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.

We have an immediate opening for a **Machine Operator - Mailing & Finishing** to join our Burnaby location Bindery Department. Hemlock Printers Machine Operator - Mailing & Finishing is responsible for setting up, operating, monitoring, and maintaining a variety of mailing, finishing, and bindery equipment. The position plays a critical part in ensuring customer projects are accurately processed, matched, finished, and prepared for distribution while meeting Hemlock Printers' standards for quality, safety, efficiency, and customer satisfaction.

The Machine Operator works with mailing and finishing equipment, including poly-wrapping equipment, cutters, folders, inserting systems with camera matching technology, inkjet addressing equipment, tabbing machines, and other bindery and mailing systems. Success in this role requires strong attention to detail, mechanical aptitude, a commitment to quality, and a collaborative approach to supporting production objectives.

The position is permanent, full-time, working Monday to Thursday, 3:30pm – 12:15am less ½ hour unpaid lunch.

Goals of the Position

- Determine the method of shipment and coordinate shipping
- Operate mailing and finishing equipment safely and accurately to ensure products meet customer specifications and quality standards with minimal errors, waste, or rework.
- Maximize equipment efficiency, productivity, and up time while supporting production schedules and continuous improvement initiatives.
- Ensure mailing and finishing operations are completed accurately and on time.

Core Responsibilities:

- Set up, operate, adjust, and monitor mailing and finishing equipment according to job specifications and production schedules
- Verify job tickets, specifications, samples, and production requirements before beginning work
- Perform in-process quality checks to ensure product accuracy and consistency
- Inspect finished products for quality, appearance, and specification compliance
- Identify quality concerns promptly and escalate issues appropriately
- Meet established productivity and throughput targets while maintaining quality standards.
- Complete production records and documentation accurately
- Assist with job changeovers and workflow coordination to support production schedules.
- Work closely with Planning, Customer Service, Prepress, Digital Print, Press, and Bindery teams to ensure smooth project execution
- Perform routine maintenance, cleaning, and inspections of assigned equipment
- Report equipment malfunctions and coordinate repairs with maintenance personnel
- Follow all safety, operating, quality, and environmental procedures
- Maintain organized, clean, and safe work areas
- Support Hemlock's sustainability initiatives through waste reduction and efficient use of materials
- Participate in continuous improvement initiatives designed to reduce waste and improve efficiency



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 & Qualifications:

- Minimum 2 years of experience operating production related equipment
- Experience in a commercial printing, binding, direct mail, packaging, or print manufacturing environment is preferred
- Experience with poly-wrapping systems, cutters, folders, inserting equipment, inkjet imaging and addressing, tabbing & mailing equipment is considered an asset
- Thorough attention to detail and able to achieve high-quality output
- Strong mechanical aptitude with the ability to troubleshoot equipment issues in real time
- Works positively as part of a team and can work well independently
- Communicates clearly and effectively
- Strong time-management skills with the ability to multi-task
- Basic computer skills and ability to operate production software
- Commitment to workplace safety and continuous improvement

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 **Machine Operator - Mailing** 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.