Hemlock Printers Ltd.
7050 Buller Avenue
Burnaby BC
Canada V5J 4S4

T. 604 438 2456
1 800 663 2456

hemlock.com

Job Profile

Date: October 14, 2026
Position: Press Assistant/Feeder
Status: Permanent, Full-time
Shift: Day/Afternoon Swing Shift (M–Th) and the Weekend Shift (F– Su)
Hours: Day (06:00 – 15:30, less ½ hr unpaid lunch) 9 hour shift
Afternoon (15:30 – 00:15, less ½ hr unpaid lunch) 8.25 hr, 10% premium
Weekend (06:00 to 17:00 pm, less ½ hr unpaid lunch) 10.5 hr, 15% premium
Location: Burnaby
NOC: 95109
Pay Scale: $23.22 to $26.13

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 two openings for a **Press Assistant/Feeder** in our Offset Press department for both the Day/Afternoon Swing Shift (Monday – Thursday) and the Weekend Shift (Friday – Sunday). They play a critical support role in the offset printing department by ensuring 40" Heidelberg presses are supplied with materials, prepared for production, and operating efficiently. This position works closely with Press Operators and production teams to maintain workflow, quality, and safety standards while contributing to a high-performing and collaborative pressroom environment. They are expected to maintain the organization levels of the shop floor, handle materials and provide additional assistance where needed.

A Press Assistant / Feeder is dependable, safety-conscious, physically capable, and committed to continuous improvement. This role offers an excellent opportunity to develop offset printing knowledge and grow within a world-class manufacturing environment.

Goals of the Position

- Support efficient press operations by ensuring materials, plates, inks, and supplies are prepared and available to minimize downtime
- Maintain a safe, organized, and productive pressroom environment through effective housekeeping and adherence to safety procedures
- Contribute to quality production outcomes by supporting press setup, monitoring materials, and assisting press operators throughout production runs

Position Responsibilities

- Feed and load paper stock into offset presses according to production specifications
- Assist Press Operators with press make-readies, plate changes, wash-ups, and job changeovers
- Verify paper, coatings, and other materials match job docket and production requirements
- Retrieve and stage paper, inks, plates, and consumables required for scheduled work
- Monitor feeder operation and material flow during production runs to support uninterrupted press performance
- Remove finished skids, waste materials, and recyclable products from press areas as required
- Assist with press maintenance activities and equipment cleaning procedures
- Maintain clean and organized press and staging areas using 5S principles and good manufacturing practices
- Ensure paper inventories, pallets, and supplies are stored safely and efficiently
- Dispose of waste materials according to environmental and company standards
- Work collaboratively with Press Operators, Production Coordinators, Bindery and Shipping personnel, and other departments
- Participate and support in continuous improvement and the development of best practices within and across departments

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

Hemlock

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

- Able to work independently and cooperatively as a team member
- Excellent written and verbal communication skills
- Ability to perform work under tight deadlines
- Ability to multi-task and move efficiently between different responsibilities
- Strong teamwork skills and enjoyment of working well with others
- Ability to perform physically demanding work, including frequent lifting, pushing, pulling, bending, and standing for extended periods
- Ability to lift up to 50 lbs safely and repeatedly throughout a shift.
- Ability to work rotating shifts, overtime, weekends, or flexible schedules as required.
- Basic knowledge of printing would be an asset
- Previous experience and/or Forklift training would be an asset
- 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 **Press 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.