Hemlock Printers Ltd.
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hemlock.com

Job Profile

Date: November 13, 2026
Position: Bindery Assistant
Status: Afternoon Shift – Temporary, Full-time
Weekend Shift – Permanent, Full-time
Shift: Afternoon Shift (Mon –Thu) and the Weekend Shift (Fri – Sun)
Hours: Afternoon (15:30 – 00:15, 8.25 hrs, less ½ hour unpaid lunch, 10% shift premium
Weekend (06:00 – 17:00, 10.5 hrs, less ½ hour unpaid lunch, 15% shift premium
Location: Burnaby
NOC: 95109
Pay Scale: $22.02 to $25.02

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 **Bindery Assistant** in our Small Format Finishing & Bindery Department. The position is responsible for general assistance in the Bindery Department which includes, but not limited to, supporting the machine operators, proof assembly, hand finishing of printed material, packing printed material and preparing finished material for shipping.

A Bindery Assistant should be able to work well independently and in a collaborative environment. This position also requires flexibility and the ability to quickly adapt to the variety of tasks they will support.

The positions are:

- Temporary Full Time (6 months): Afternoon shift (3:30 pm – 12:15 am Mon-Thurs) 8.25 hour shift, ½ hour unpaid lunch, 10% shift premium
- Permanent Full Time: Weekend shift (6:00 am to 5:00 pm Fri. to Sun) 10.5 hour shift, ½ hour unpaid lunch, 15% shift premium

Position Responsibilities

- Assists the operators on various specialized equipment and machines that cut, fold, bind and finish printed material
- Handles and packs printed material properly for preparation for shipping
- Creates labels for all packed printed material
- Manages a variety of handwork projects including hard copy proof assembly
- Keeps attentive to detail by checking items for accuracy and errors and make suggestions to improve job quality
- Maintains cleanliness of work area.
- Work collaboratively with Press, Planners, Bindery, 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 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
- Must be physically fit and able to regularly lift and/or move up to 25lbs and occasionally move up to 50lbs
- Excellent written and verbal communication skills
- Ability to perform under tight deadlines
- Ability of multi-task and move efficiently between different responsibilities
- 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 **Bindery 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.