

JOB PROFILE

POSITION: Mail, Print and Bindery Operator
STATUS: Full-Time, Monday to Friday
LOCATION: Richmond, B.C
DATE: December 18, 2020

Hemlock Harling Distribution is a rapidly growing company specializing in mail processing, digital print production, E-Commerce order fulfillment and third-party distribution solutions to a diverse range of clients throughout North America. We are an equal partnership of Hemlock Printers, a recognized North American print industry leader based in Burnaby, BC, and Harling Direct, a prominent postal services and fulfillment provider with facilities in Montreal and Toronto. We proudly operate from a dedicated 40,000 square foot facility in Richmond, BC. Our experienced team maintains a dedication to accuracy, reliability and continuous innovation.

POSITION OVERVIEW

The Mail, Print and Bindery Operator will be responsible for the operation of a SuperJet Envelope Press, a Sitma Polywrapping machine, various folders, inserting equipment with camera matching systems, inkjet devices, tabbing machines and additional mailing and bindery equipment. This is specialized equipment and thorough training will be provided to ensure a successful path is set. The candidate will have a strong mechanical inclination while being trainable and eager to learn.

This role is responsible for ensuring production is met through operation and maintenance of the equipment, managing production flow and achieving set production goals. The successful candidate will be well organized, energetic, focused on detail and able to perform within a fast-paced environment under tight deadlines.

SKILLS & QUALIFICATIONS

- Minimum 2 years' experience operating relevant equipment
- Strong mechanical aptitude with the ability to troubleshoot equipment issues in real time
- Thorough attention to detail and able to achieve high quality output
- 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

How to Apply:

This is a permanent, full time position offering a competitive wage and excellent benefits. If you are interested in exploring this career opportunity and meet the requirements listed above, please send you resume and cover letter to employment@hemlockharling.com. Please quote Mail, Print and Bindery Operator in the email subject line.

We would like to thank all applicants for their interest, however only those applicants considered for an interview will be contacted.