



Job Profile

Date:	March 14, 2025
Position:	Digital Finishing Operator
Reports to:	Production Manager
Status:	Permanent, Full Time
Shift:	Swing: Monday - Friday Day/ Monday - Thursday Evening
Hours:	8 Hour Day / 9.25 Hour Evening
Location:	Burnaby
NOC:	94152
Pay Scale:	\$22.64 - \$29.03

Hemlock Display Solutions is a western Canadian leader in large format digital and screen-printing services. We are proud to service leading brands and enterprises across a wide range of business sectors. From our 35,000 square foot facility in Burnaby, BC, our UV, latex and screen-printing capabilities provide exceptional results for indoor, outdoor, retail point of purchase and architectural signage as well as adhesive graphics for walls, windows and floors. For more information, please visit www.hemlockdisplay.com.

We have an opening for a Digital Finishing Operator on the Monday to Thursday afternoon shift. This position is responsible for cutting and finishing any printed orders. They are expected to setup and run jobs printed on a diverse range of materials. Selecting the correct cutting tool and applying the cutting setting appropriate material is a key responsibility to ensure a job is accurately cut and meets the quality standards expected in the role. The role also involves accurate tracking and entry of time spent working on individual orders. The Digital Cutting Operator is also expected to communicate with other departments to ensure the highest quality product is output in a timely manner.

A Digital Finishing Operator should be well organized, detail oriented, a strong communicator and enjoy a fast-paced high-volume production environment. They should also be able to meet the physical demands of their role.

The position is a permanent Full-Time shift.

- Afternoon shift (Mon to Thu 2:30 pm - 11:15 pm) 9.25 hour shift, 10% shift premium

CORE RESPONSIBILITIES:

- Setup cutting files in iPC to cut printed jobs
- Operate the Kongsbergs, ensure accurate and high-quality cuts
- Select the most appropriate cutting tool for the type of material to be cut
- Perform quality control on all work processed through the Kongsbergs
- Perform preventative maintenance to keep the Kongsbergs in the best condition
- Trouble shoot machine issues with technical phone support
- Coordinate with the Production Supervisor to prioritize the jobs to be cut each day
- Read work order instructions, raise any anticipated work order cutting issues to the Production Supervisor
- Communicate any digital cutting concerns to pre-press and print operators
- Ensure timely and efficient handover of finished work to the next production step in the workflow
- Manage the database of cutting pre-sets
- Maintain a clean and organized work area
- Record time spent and materials used for cutting orders
- Perform monthly inventory cycle counts of Kongsberg supplies
- Participate and support in continuous improvement and the development of best practices within and across departments

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 Management Team are expected to be performed.

SKILLS & QUALIFICATIONS



- Previous experience as a Kongsberg / Zund operator is an asset.
- High spatial ability is an asset to comprehend complex cutting work.
- Familiarity with a diverse range of large format printing materials
- Physically fit, able to lift over 50lbs.
- Strong organizational skills and attention to detail.
- Strong interpersonal and communication skills both written and verbal.
- Able to work independently and work cooperatively as a team member.
- Knowledge of shipping standards, writing waybills and customs paperwork.
- Good math skills and computer competence.
- Ability to manage simple and complex projects under tight deadlines.
- Ability to multi-task and move efficiently between different responsibilities.

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
- Employee & Family Assistance Program
- Transit/Compass Card program

If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote **Digital Finishing Operator** 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.