



TRANSCONTINENTAL
PRINTING

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Transcontinental, it's my
choice!"*

Job Posting

Position: Post Press Worker – Inserter (Full-Time)
Number of Vacancies: 16 Vacancies - Addition
Hours of Work: Shift Work
Reporting to: Manufacturing Manager
Date posted: January 17, 2018
Rate of Pay: \$15.95 per/hr OR as per the UNIFOR Local 780G Collective Agreement.

DUTIES & RESPONSIBILITIES:

Reporting directly to the Manufacturing Manager, the Inserter exhibits job relevant knowledge and skills needed to perform the duties and requirements of an Inserter. Operation and general maintenance of the inserting and folding machines including; pocket set-up on Kansa folder and Quip stacker, mail prep sorting, break out copies, boxing of packaged product and preparation of store copies for distribution. Operating all equipment required in accordance with Health and Safety requirements. General cleaning of all equipment, machines and workplace areas. Understands, embraces and adheres to 5S workplace organization standards.

REQUIRED QUALIFICATIONS:

- Completion of Grade 12 is preferred.
- Attention to detail & accuracy.
- Reliable.
- Has knowledge of Safety Awareness.
- Ability to communicate effectively in English.
- Works independently with minimal supervision.
- Ability to work shifts.
- Manufacturing industry experience.

ADDITIONAL INFORMATION:

At least 3 months in the position is required to gain a full knowledge and understanding of the role. Experience in the printing industry is a strong asset, knowledge of processes, products and equipment. Bonafide physical requirements to carry out the duties of the role include; standing, walking, climbing, lifting and carrying up to 20bs.

APPLICATION:

Individuals interested in applying for this position are requested to send their application/resume quoting competition #TC2018-001 prior to **January 26, 2018** to the attention of:

**Human Resources
 Transcontinental - Vancouver
 725 Hampstead Close
 Delta, BC V3M 6R6
 Email to: job.application@tc.tc**

TC Transcontinental is committed to providing equal opportunities to all candidates including meeting the needs of people with disabilities. Should you be contacted regarding an employment opportunity and require an accommodation for a disability, we will be pleased to work with you to identify how we can best support you through this process.

Position:	Post Press Worker – Inserter (Part-Time)
Number of Vacancies:	14 Vacancies - Addition
Hours of Work:	Shift Work (as and when required)
Reporting to:	Manufacturing Manager
Date posted:	January 17, 2018
Rate of Pay:	\$15.95 per/hr or as per the UNIFOR Local 780G C/Agreement.

DUTIES & RESPONSIBILITIES:

Reporting directly to the Manufacturing Manager, the Inserter exhibits job relevant knowledge and skills needed to perform the duties and requirements of an Inserter. Operation and general maintenance of the inserting and folding machines including; pocket set-up on Kansa folder and Quip stacker, mail prep sorting, break out copies, boxing of packaged product and preparation of store copies for distribution. Operating all equipment required in accordance with Health and Safety requirements. General cleaning of all equipment, machines and workplace areas. Understands, embraces and adheres to 5S workplace organization standards.

REQUIRED QUALIFICATIONS:

- Completion of Grade 12 is preferred.
- Attention to detail & accuracy.
- Reliable.
- Has knowledge of Safety Awareness.
- Ability to communicate effectively in English.
- Works independently with minimal supervision.
- Ability to work shifts.
- Manufacturing industry experience.

ADDITIONAL INFORMATION:

At least 3 months in the position is required to gain a full knowledge and understanding of the role. Experience in the printing industry is a strong asset, knowledge of processes, products and equipment.

Bonafide physical requirements to carry out the duties of the role include; standing, walking, climbing, lifting and carrying up to 20bs.

Part-Time employees will be scheduled or called in based on seniority within their classification for up to full-time hours. Part-Time employees are not guaranteed any shifts. Part-Time employees must maintain 1560 hours in any one (1) year (based on the employees anniversary of their date of hire) in order to receive benefits, those Part-Time employees who do not maintain 1560 hours, shall be paid 12% of their regular straight earning in lieu of benefits provided they have successfully completed their probationary period. For further details on the terms and conditions of Part-Time Employees, please refer to the UNIFOR Collective Agreement's Memorandum No. 5.

APPLICATION:

Individuals interested in applying for this position are requested to send their application/resume quoting competition #TC2018-002 prior to **January 26, 2018** to the attention of:

**Human Resources
Transcontinental - Vancouver
725 Hampstead Close
Delta, BC V3M 6R6
Email to: job.application@tc.tc**