

Production Assistant

Who we are:

Globe Printers is an Abbotsford based, family owned business focusing on commercial printing, labels and packaging. Our business began in 1994 with the goal of producing quality printing products with an exceptional customer service experience. Twenty-eight years later, we continue to grow and invest in new technologies which allows us to produce a much wider offering of printing products to keep us at the forefront of our industry.

Where we are:

With a population of more than 150,000 people, Abbotsford is a vibrant city to live and work in. Along with a lower cost of living, Abbotsford affords you the opportunity to live close to where you work, minimizing or eliminating your commute and freeing up personal time for you to take part in the activities you love. As “The City in the Country,” Abbotsford is a unique blend of rural and urban, bringing you the best of both worlds. Here, you’ll be able to put down roots and enjoy a close sense of community while still enjoying everything the big city has to offer.

Who you are:

As a Production Assistant at Globe, you will play a vital role in ensuring our printing operations run smoothly. You are a detail-oriented, adaptable, and proactive individual who takes pride in contributing to a team effort. Your ability to follow instructions with precision, maintain a high level of organization, and manage multiple tasks simultaneously will make you an essential member of our production team. You are eager to learn and grow within a dynamic industry while maintaining a keen eye for quality and a commitment to meeting tight deadlines.

Primary Responsibilities:

- Operating and providing support for all shop machinery from the presses to various bindery machines; assist in cutting, binding, and finishing printed materials
- Assist in the setup of printing machinery, ensuring all materials are loaded correctly and machines are calibrated
- Monitor print jobs for colour accuracy, clarity, and consistency, making adjustments as necessary.
- Regularly clean and maintain printing equipment to ensure optimal performance.
- Convey information clearly and effectively to colleagues
- Collaborative problem solving in conjunction with operators.
- Maintain a keen eye for quality, ensuring all printed materials meet our high standards.

Qualifications

- Familiarity with printing machinery and software is a plus, but not required.
- Ability to learn production systems and adapt as needed.
- Adhere to safety protocols and guidelines to ensure a secure working environment.
- Ability to manage multiple tasks, prioritize workload, and meet tight deadlines.
- Ability to routinely lift, carry, and move materials weighing up to 50lbs.
- Ability to thrive in an environment that encourages teamwork, participation, creativity, humour, openness, honesty, and mutual respect.

Benefits:

- Salary range is \$20-\$25/hour plus benefits package including medical, dental, vision, disability and pension, paid time off between Christmas and New Years
- 40-hour work week, Monday to Friday 8-4:30

If you are ready to contribute your skills and enthusiasm to a thriving commercial printing company, we encourage you to apply. Join us at Globe Printers and be part of a team that takes pride in delivering outstanding print solutions to our valued clients.

The posted salary range is approximate. Salaries are determined based on the complement of varied education, skill, and experience specific to the successful candidate. We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.

Job Type: Full-time, Permanent

Schedule: Monday to Friday

Salary: \$20-\$25/hour

Perks:

- Casual dress
- Company events
- Extended health care
- Extended Dental
- Vision Care
- Disability insurance
- On-site parking
- Paid time off
- RRSP match