



January 6, 2020

## Job Posting: Assistant Purchaser/Paper Handler

Mitchell Press is looking for an Assistant Purchaser/Paper Handler.

Start Date: Immediate

Shift Times: Monday to Friday 36 Hours (Some shift work may be required)

- Candidates with prior experience: \$28.30
- Candidates with no experience:
  - 0-6 months - \$22.64
  - 6-12 months – \$25.47
  - after 12 months- \$28.30
- Benefits as per Mitchell Press/Unifor Collective Agreement

### Job Duties and Responsibilities:

- Monitoring production schedule to ensure on-time procurement of paper for upcoming jobs
- Ensuring paper is ordered and delivered as required by the production schedule
- Ensuring paper for the day's production is at the press in a timely fashion
- Maintaining inventories by receiving paper into inventory and issuing inventory to specific jobs
- Arrange paper samples and/or stock dummies in support of sales staff
- Administration of FSC Program
- Ordering of pallets, shipping supplies, janitorial supplies, and stationery
- Processing paper claims

### Qualifications:

- Strong Computer Skills
- Be well organized
- Preference will be given to applicants with prior experience

If interested, forward resume to [dhowarth@mitchellpress.com](mailto:dhowarth@mitchellpress.com)

Sincerely,

Dave Howarth  
Operations Manager  
Mitchell Press  
604-528-9882 ext. 280