

July 2023

### **NEW POSTING: Paper Handler**

Our customers, our team, and the industry have always believed in MITCHELL. Our 95-year legacy proves we not only adapt to the market but have always provided direction for it. Our secret is our Team, and how we leverage state-of-the-art technology while adhering to sound environmental practices. MITCHELL's brand values are anchored in 5 principles: Deliver Quality, Customer Connection, Adaptability, Team Growth, and Sustainability.

PRODUCING EXCELLENCE, TOGETHER.

The MITCHELL Group consists of: *MITCHELL Press Ltd.*, *MITCHELL Digital Ltd.*, *PROJECT28*, and *PACIFIC BINDERY and Partner Trade Services*.

### **The Opportunity**

We currently have an opportunity for the right person to grow with our team. The **Paper Handler** reports to the **Procurement Manager**.

### **Paper Handler responsibilities include:**

- Stage paper for each day's production schedule for all presses
- Perform visual safety inspections on lift trucks and fill logbooks each day
- Work with maintenance team to coordinate maintenance routines and service for in-house mobile equipment including lift trucks, pallet jacks, and electric hand trucks
- Organize and maintain paper in the warehouse keeping areas clean and efficient
- Receive daily stock and consumable deliveries in an organized and efficient fashion
- Tag and record incoming materials into our MIS system
- Adjust purchase orders in our MIS system to reflect the actual materials received
- Maintain inventory in our MIS system as required
- Maintain inventory of various facility materials including shipping, bindery, janitorial and stationery supplies
- Record and calculate material usage for completed work and mark rolls/sheets for return as required
- Facilitate paper samples and/or stock dummies in support of our sales team
- Assist with processing paper claims as directed by the Procurement Manager
- Perform monthly inventory counts for all roll and sheetfed inventory as required
- Assist the shipping department as required
- Perform other duties as assigned

### **Qualifications:**

- Able to safely operate clamp and sit-down style forklift trucks
- Able to work in a deadline-driven, collaborative team environment
- Strong computer skills including fundamental Excel use
- Excellent organizational skills and attention to detail
- Preference will be given to candidates with prior experience
- Ability to work independently and in a collaborative environment

### **Compensation:**

This Union position provides extended health and dental benefits, as well as a pension plan. Pay is based on a 40-hour workweek, requiring an ability to work shifts. The pay rate is \$28.87/hour plus shift differential.

Please forward your resume and cover letters to [hr@mitchellpress.com](mailto:hr@mitchellpress.com) with your cover letter and resume, with the subject line "Paper Handler".

**MITCHELL**

MITCHELL PRESS LTD  
8328 Riverbend Ct  
Burnaby BC V3N 5C9

1.604.528.9882  
[hello@mitchellpress.com](mailto:hello@mitchellpress.com)  
[mitchellpress.com](http://mitchellpress.com)