

May 16, 2025

NEW POSTING: Bindery Helper B3 – Full Time

Our customers, our team, and the industry have always believed in MITCHELL. Our 97-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 to deliver tangible results.

The Opportunity

We currently have an opportunity for the right person to join our team. The **Bindery Helper - B3** reports to the Bindery Supervisor. This full-time position is an excellent next step into an in-demand trade with a full-service, industry-leading bindery team.

The Position Bindery Helper – B3 responsibilities include but are not limited to:

- Work at the direction of your supervisor
- Moving boxes, pallets, and bundles of print material to stage for production
- Able and willing to train to safely operate various bindery and finishing equipment
- Work to maintain a high standard of quality and Health & Safety protocols
- Assist to ensure product quality of finished goods.
- Accurately track time and material usage on MIS systems.
- All other duties and responsibilities as assigned.

Qualifications:

- You are a reliable team player.
- Must be quality conscientious and able to work in a fast-paced environment and meet deadlines.
- Able to assist in accurately loading bindery machines under supervision.
- Ability to carry out the proper set up of a job from instructions.
- Able to learn to run smaller binding equipment such as carton sealers, drills, and hole punches.
- Mechanically Inclined.
- Can understand and complete detailed packaging requirements efficiently and accurately.
- Excellent communication skills with attention to detail.
- You possess a positive attitude and look forward to working in a culture which promotes collaboration.
- Able to work overtime or shiftwork as necessary.
- Able to accomplish physical activities, lifting up to 50 lbs, regularly.

Education/Experience:

Grade 12 minimum.

Mitchell Press is an equal opportunity employer and is committed to fostering an inclusive team culture. This Union position provides competitive medical and dental plans, and a pension plan. Full-Time hours between 32-36 hours per week.
\$20.40 per hour + shift differential

Please forward your resume and cover letters to hr@mitchellpress.com with your cover letter and resume with subject line **Bindery Helper – B3**. We would like to thank all applicants for their interest; however, only short-listed candidates will be contacted.

Job Type: Full-time

MITCHELL

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