

Job Profile

Date: October 9, 2025
Position: Machine Operator Assistant
Status: Permanent, full time
Shift: Day Shift Monday to Friday
Hours: 7am-3:30 pm
Location: Richmond BC

Hemlock Connect is a rapidly growing industry leader specializing in mail processing, digital print production, E-Commerce order fulfillment and third-party distribution solutions to a diverse range of clients throughout North America. We proudly operate from two specialized facilities encompassing over 56,000 square feet in Richmond, BC. Our experienced team maintains a dedication to accuracy, reliability and continuous innovation. For more information, please visit hemlockconnect.com.

We have an opening for a **Machine Operator Assistant** at our Print & Mail Facility. This is an exciting opportunity for someone with a strong work ethic and a positive team mentality. The successful candidate will be well organized, focused on detail and able to work within a fast-paced environment under tight deadlines.

Position Overview

As a member of the Production Team, the **Machine Operator Assistant** will perform a range of hand work related tasks such as onloading/offloading equipment, hand bindery, packing cartons, sorting material and assist with running of automated mail processing equipment.

Position Responsibilities

- Onloading and offloading mailing and bindery equipment
- Packing and preparing client material for shipments
- Assist with running of automated equipment
- Maintain a clean, organized and safe workspace at all times
- Perform hand assembly tasks, sorting and other general duties as requested

Additional Duties: The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your manager are expected to be performed.



Skills & Qualification

- Warehouse and production experience required
- Computer experience – comfortable working in multiple software programs
- Able to stand on your feet for prolonged stretches and lift up to 30lbs repetitively
- Demonstrate clear, effective communication skills via email and in-person
- Possess a keen eye for detail in all areas of your work
- Able to work efficiently as part of a team as well as independently
- Ability to multi-task and move efficiently between different responsibilities
- Strong work ethic, positive attitude and able to perform in a fast-paced environment

Benefits

- Extended Health and Dental (incl. of Vision & Prescriptions), Life, AD&D, Short-term Disability and Long-term Disability Insurance package
- Vacation and Care/Sick pay
- Group RRSP
- Profit Sharing
- Employee & Family Assistance Program
- Transit/Compass Card program
- Free onsite parking

If you are interested in this opportunity, please forward your resume to hr@hemlockconnect.com and quote **Machine Operator Assistant** in the email subject line.

Open until filled.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.