

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	PRODUCTION SUPPORT (BINDERY)
<b>JOB NUMBER</b>	1463
<b>NUMBER OF POSITION/S</b>	8
<b>NOC CODE</b>	9473
<b>CLOSING DATE</b>	No Closing Date
<b>LOCATION</b>	Altona, MB
<b>ACCESSIBLE BY TRANSIT</b>	No
<b>HOURS PER WEEK</b>	TBD
<b>HOURLY WAGE RANGE</b>	\$12.00 - \$13.87
<b>JOB TERMS</b>	Full time
<b>JOB DESCRIPTION</b>	Production Support personnel perform a variety of tasks relating to the finishing process of the book manufacturing process and are responsible to carry out the instructions of the Specialty Team Leader and the Shift/Production Manager. This entry level position provides a good opportunity to experience the various stages of finishing a book and is an excellent starting point in mapping a career at this company.
<b>JOB DUTIES</b>	<p>Carry out bindery duties as assigned by the Manager or Specialty Team Leader</p> <p>Assist the machine operators at various pieces of bindery equipment</p> <p>Handwork projects such as spot checking books for quality, taping/gluing ribbons into books, tipping pages, specialty binding, hand dust-jacketing, etc</p> <p>Stacking book blocks, packing books into cartons, stacking cartons onto skids</p> <p>Assist with bindery department maintenance and housekeeping</p> <p>Must be willing to work at all divisions as needed</p>
<b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b>	<p>High School Diploma, GED or equivalent</p> <p>Previous experience operating machinery would be an asset</p> <p>Critical eye for identifying defects</p> <p>Able to read and follow written English work instructions</p> <p>Basic computer skills</p> <p>Ability to complete daily activities according to work schedule</p> <p>Must be available for all shifts</p> <p><b>*MUST RELOCATE TO ALTONA MANITOBA*</b></p>
<b>OTHER DETAILS</b>	<p>Position: 6-8</p> <p>Departments: Book &amp; Web Bindery</p> <p>Schedule: Position is full time with rotating shifts. Days and Overnight shifts. Overtime and every other Saturday</p>

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<b>APPLICATION PROCESS</b>	Send targeted resume Apply through your CC
<b>APPLICATION DETAILS</b>	Kindly apply by sending your targeted resume to your Career Coach. Please indicate the job number and job title in the application.
<b>JD</b>	Stacey Singbeil