

**Job Title**

Cates/Gluer Operator

**Company Name**

Advance Paper Box

**Email**

[hr@advancepaperbox.ca](mailto:hr@advancepaperbox.ca)

**Phone**

(204) 233-6784

**Company Address**

105 Panet Rd  
Winnipeg, Manitoba R2J0S1  
Canada  
[Map It](#)

**Job Description**

Job description  
Who we are

Advance Paper Box Ltd. has been manufacturing folding cartons since 1970. The company first began manufacturing cake boxes for the then many bakeries in the city, and while we still manufacture cake boxes, the company has grown dramatically and now manufactures and supplies many other products.

The staff at APB is dedicated to providing quality packaging solutions. With our state-of-the-art CIMEX computer aided carton design and sample making system, we can create any shape or size carton tailored for your product, as well as ensure precision plotting of your die cutting die.

Our manufacturing facility is equipped with a shelter, sheet fed and web fed Printing presses, 2 die cutting presses, 2 folder gluers, 2 tray formers, a window patching machine and a host other equipment necessary to ensure prompt service, quick turnaround, and ultimate customer satisfaction.

**MAIN RESPONSIBILITY:** Set up and maintain the gluing machines to produce quality cartons, sleeves, and folders in a safe and efficient manner.

**ESSENTIAL JOB FUNCTIONS:**

Locates and loads proper stock in preparation for the operation.

Prepares make-ready feeder, prefold, glue system, final fold, delivery, stacker, pack station and inspection system.

Operates folder/gluer in accordance with customer specifications and current standard operating procedures.

Ensures total quality of the job while in operation.

Reviews job tickets on ERP system to ensure all customer specifications are met.

Oversees and performs maintenance and repairs on machinery ensuring that PM procedures are met 100% of the time.

Maintains the machine and area in accordance with the standard operating procedures.

Demonstrates competency in all basic folds: straight-line, lock-bottom, 4 and 6 corners.

Performs other job duties as assigned.

**QUALIFICATIONS:**

Previous experience an asset.

Ability to read, write and comprehend simple instructions in English.

Ability to read and interpret documents such as safety rules operating and maintenance instructions and procedure manuals.

Ability to perform basic arithmetic including addition, subtraction, multiplication and division.

Must be capable of good attendance.

Job Types: Full-time, Permanent

Salary: From \$16.00 per hour