



## Premier Printing is currently seeking applicants for the position of **Mailing Operator.**

### **DUTIES WILL INCLUDE:**

- Checking proofs for appropriate mailing information
- Operation of mailing equipment which includes polybagger, labeler, inkjet addresser and inserter with camera software.
- Packaging boxes and mailing crates.
- Assist in the shipping of materials using various programs.

### **THE SUCCESSFUL APPLICANT WILL:**

- Be physically strong - ability to safely lift & carry 50 lb boxes.
- Possess a keen eye for detail.
- Computer savvy.
- Communicate effectively and handle stress & pressure well.
- Be driven to accomplish whatever is necessary.
- Have a flexible schedule to meet deadlines.
- Have a good mechanical aptitude to run and troubleshoot equipment issues.

### **WHAT WE HAVE TO OFFER:**

- Full-time Employment
- Health, Dental & Vision Care
- Life insurance, AD&D coverage and Short & Long Term Disability Insurance
- On-site parking
- Company events



## SCHEDULE:

General hours of work are:

Monday - Friday, 7:00am - 3:30pm

Overtime may be required.

Hours may be adjusted slightly in connection with shipping and mailing department needs.

## HOW TO APPLY:

Submit your cover letter and resume to:

Ted Gortemaker  
Premier Printing Ltd.  
One Beghin Avenue  
Winnipeg, MB R2J 3X5  
Email: [jobs@premier.ca](mailto:jobs@premier.ca)

Applicants should respond by email to Ted Gortemaker on or before February 28, 2025. Only applicants of interest will be contacted for an interview.

