

**Job Title:** Afternoon Shift Digital Finishing Supervisor

**Job Type:** On Site

**Employee Classification:** Full-Time, Hourly

**Location:** Kitchener, Ontario

**Start Date:** ASAP

We are looking for individuals with a positive attitude, willingness to learn and who enjoy a stimulating and fast-paced environment. We offer training onsite with opportunities for growth in a culturally inclusive atmosphere. Cober is a family-owned business operating over 108 years and has expanded to three locations in Ontario with more than 200 employees. We are one of Canada's largest commercial printers and ship over 2 million orders a year! We are proud of our technical innovations and are constantly investing in our manufacturing capabilities.

### Why Choose Cober?

- Eligible for comprehensive Family Health Care after 90 days
- Vision & Dental coverage
- Stable secure employment
- Referral bonus program
- Lunches, contests and fun events hosted by our Culture Club

### Job Summary:

Under the direction of the Director of Manufacturing, the Digital Finishing Supervisor will be responsible for supervising the day to day activities of digital finishing personnel. This includes task delegation, scheduling and monitoring activities in the digital bindery, finishing and case binding, and shipping departments. In addition, jobs must be prioritized as needs and workflow change.

### Duties and Responsibilities:

1. Review and plan job scheduling with day shift managers and supervisors to ensure production progresses according to customer needs. Assign daily projects and tasks to the afternoon shift teams and temporary workers according to work priorities.
2. Determine the work assignments and the number of employees/temporary staff needed for specific projects. Give instructions pertaining to the job and answer questions employees have about the work.
3. Operate finishing equipment including folders, laminators, shrink wrappers, smart stackers, binders, stitch liners, case making equipment, and cutters as increased demand and labour shortages require it.
4. Organize workflow to increase efficiency.
5. Troubleshoot issues with equipment and service if able.



6. Ensure employees log their work and hours properly each shift. Investigate and explain any discrepancies with logging time on various phases of the project as requested.
7. Inform the Director of Manufacturing of equipment and production problems to ensure they are rectified in a timely manner.
8. Maintain a safe work environment and ensure the maintenance and upkeep of production equipment.
9. Identify staff training needs and organize on the job training. Proactively seek better ways for employees to do their jobs making the best use of staff and equipment.
10. Ensure company processes and procedures are adhered to by staff and comply with all OSHA safety requirements.

### **Qualifications and Skills:**

1. High School diploma or equivalent.
2. Minimum of 5 years' experience working in digital print, bindery and finishing at a print manufacturing company.
3. Strong knowledge of all facets of print from start to finish.
4. Ability to select and train employees
5. Proficient in the use of hand tools.
6. Adept in the use of Microsoft Office Applications and G-Suite.
7. Knowledge of operations including an automated workflow system (Tharstern)
8. Strong communication skills, including the ability to work well with fellow supervisors and managers.
9. Proven leadership and people management skills.
10. Effective problem solving skills and decision making ability.

### **If this opportunity sounds like a great fit for you please apply today!**

Cober Printing Limited is an equal opportunity employer and committed to providing an inclusive and barrier-free work environment, beginning with our hiring process. If, at any time during the evaluation process, you require accommodation, please use the contact information below to make arrangements for specialized accommodation. Any information received regarding accommodation will be kept confidential.

We thank all applicants for their interest in Cober Printing Limited however, only candidates selected for further consideration will be contacted.

