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

### **Duties will include:**

- Checking proofs for appropriate mailing information
- Creation of variable data files for printing on product
- Sorting mailing lists using various software programs
- 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 50lb boxes
- Possess a keen eye for detail and be computer savvy
- Communicate effectively and handle stress and 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

General hours of work are from 7:00am - 3:30pm but this may be adjusted slightly in connection with shipping and mailing department needs.

### **Submit your cover letter and resume to:**

Tom Bennett  
Premier Printing Ltd.  
One Beghin Avenue  
Winnipeg, MB R2J 3X5  
Email: [jobs@premierprinting.ca](mailto:jobs@premierprinting.ca)

Applicants should respond by email to Tom Bennett on or before July 9, 2021.

Only applicants of interest will be contacted for an interview.