



JOB TITLE: Inserter/Pocket Feeder – Part Time

BUSINESS UNIT: Metroland West, Mailing - Hamilton Printing Plant, 44 Frid Street, Hamilton, Ontario L8P 4M3

We are currently providing an opportunity for Pocket Feeders/Inserters at the Hamilton Printing Plant. Reporting to the Manager, the individual is responsible for manually inserting flyer packages into the newspaper for distribution.

KEY ACCOUNTABILITIES

- Correctly insert newspapers or flyers into the pockets of an automated inserting machine
- Open bundles of raw flyers and papers, count into specified amounts to prepare them for insertion
- Identify and confirm the correct version of assigned flyers are to inserted and report any flyer feeding or mechanical issues to the Operator
- Assist in sorting the rejected flyers for reinsertion and manually insert or remove flyers as needed
- Complete and enforce all duties in accordance with our Health and Safety policies and the Occupational Health and Safety Act
- Other duties as assigned

WHAT WE'RE LOOKING FOR

- Completion or currently enrolled in Secondary Education or equivalent
- Strong verbal communication skills and good attention to detail
- Ability to excel in a fast-paced, deadline driven and demanding environment
- Capable of working in a team environment and maintain positive relationships with team members
- Ability to lift 35 lbs. and stand for an extend period of time with ease

Metroland is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Metroland will endeavour to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

If this sounds like a fit for you, please apply by **October 12, 2018**.

Internal Candidates apply to our internal posting portal on *MyMetNet* under *My Career*

External Candidates please apply to our external posting portal: <https://careersen-metroland.icims.com>

Thank you for your interest. Only those candidates selected for an interview will be contacted.