



JOB TITLE: Mailperson - Full Time

BUSINESS UNIT: Metroland West, F/T Mailers & Supervisors - Hamilton Printing Plant, 44 Frid Street Hamilton, ON L8P 4M3

The Hamilton Spectator currently has an opening for a full-time Mailer-1 position.

KEY ACCOUNTABILITIES

- Ensure machinery is running in an efficient and safe manner for SLS 3000's, stackers, tyers etc.
- Ensuring a constant flow of production while meeting quality standards in a safe and efficient manner
- Will utilize battery operated Raymond lifters and pump carts to move skids throughout the room
- Perform material handling functions including but not limited to staging and preparing skids of product at inserting machines and collecting/removing cardboard and stretch plastic waste to the appropriate areas.
- The Mailer-1 will perform the task of skidding or piling product that has been either produced off the inserting machine or off the presses. These tasks can range from a short period, to the length of the entire shift depending on the demands and manning of a particular day.
- Ensure a safe working environment in accordance with the Occupational Health and Safety Act and Company Health and Safety policies
- Other duties as assigned by the Mailroom Supervisors

WHAT WE'RE LOOKING FOR

- Possess Windows based computer skills
- High School diploma or equivalent working experience required
- Forklift license required
- Standard knowledge and experience using pump trucks and power lifters
- Setup and operation of heavy machinery experience
- Possess strong mechanical skills and problem solving skills
- Ability to work in a fast-paced environment
- Demonstrates ability to build and maintain positive relationships with team members and management
- Results-driven
- Must be able to lift up to 30 lbs., extended periods of sitting and/or standing, reaching below, above and at shoulder height

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 **November 18, 2017**

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

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

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