



JOB TITLE: Mailperson – Part Time

BUSINESS UNIT: Metroland West, P/T Mailers - Hamilton Printing Plant, 44 Frid Street, Hamilton, Ontario L8P 4M3

The Hamilton Spectator is currently looking for Part Time Mailers. This position will report to the Mailroom Supervisor. Individuals must be available to work shifts (days and nights).

KEY ACCOUNTABILITIES

- 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.
- 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

- Requires high school education or equivalent.
- Previous experience in a manufacturing environment is an asset, however, full training will be provided.
- Must be able to lift up to 30lbs.
- Possess strong mechanical skills.
- Have good problem solving skills.
- Must be an energetic self-starter.
- Willingness to learn.
- Ability to work independently and as part of a team.
- Standard knowledge and experience using pump trucks, fork lifts and power lifters.
- Must be able to work shifts (days and nights).

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 **September 19, 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.