

**Position: Folder Operator**

**Employee Classification: Regular/Full Time**

**Shift: Days or Afternoons**

**Location: Kitchener**

**Start Date: ASAP**

Are you interested in joining a fast-growing company in the Print industry!? We are looking for people who have a positive attitude, willingness to learn and enjoy a stimulating and fast-paced environment. We offer training onsite with numerous opportunities for growth in a culturally inclusive atmosphere. Cober is a family owned business operating in the Kitchener-Waterloo area for over 105 years. Our business has expanded to three locations in Ontario and employs more than 180 employees. We are one of Canada's largest commercial printers and ship over 2 million orders a month! 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
- Stable secure employment at a company that has grown during the pandemic
- Overtime available
- Referral bonus program
- Lunches, contests and fun events hosted by our Culture Club

### **Job Summary:**

The Folder Operator will report to the Director of Manufacturing. They will be responsible for completing various folding, bindery, cutting and trimming operations for press and digital-press in compliance with job specifications and company quality standards. The Folder Operator works closely with other production staff members to finish any laminating specifications listed on the project. They perform routine maintenance on all workstation equipment to ensure optimum output.

### **Major Duties and Responsibilities:**

- Complete set up and operation of the folder to fold, slit, and score printed sheets into signatures for binding.
- Feed product into machines and perform visual inspections of cut material for defects.
- Operate shrink wrap machine, wrap products in plastic, pack completed projects in boxes and tape shut properly. Load material onto skids prior to shipping to the client.
- Run samples to verify size and ensure the product is straight and any image area is lined up properly, adjusting machine settings when necessary.

- Monitor the quality of the product on a constant basis. Address malfunctions such as jamming, wrinkling or tearing of material and stop machine to make adjustments as required.
- Load cut/folded product onto skids to move to the next production work area.
- Sort rejects and keep individual work station clean and free of hazards.
- Clean and maintain equipment and work area, sorting rejects as needed.

#### **Minimum Qualifications and Skills:**

- Previous experience working in the Print industry considered an asset
- Experience in machine operations including print cutting, folding and bindery machinery considered an asset
- Working knowledge of setup, adjustment procedures, capabilities and limitations of equipment used to cut printed material to complete finished products.
- Familiarity with different paper weights, sizes, types and colours to identify paper conditions such as excessive moisture or curling that may require special adjustments.
- Proficient in the use of hand tools to make mechanical adjustments on machinery.
- Effective team player and independent worker.

#### **Physical Stress:**

- Stand and walk for up to 8 hours or more per day.
- Regularly lift up to 50lbs.

#### **Message to All Candidates**

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 however, only candidates selected for further consideration will be contacted.