

## **Job Description: Bindery/Digital Photocopy Clerk**

Division: Administration Centre – Printing Services

Reports to: Printshop Manager

Location: Regina

### **Job Purpose**

The person in this position will be responsible for operating bindery and high speed photocopying equipment as well as assisting with mail service as required. This person will also be responsible for maintaining the quality and quantity standards that are set for this area as well as having the ability to be flexible in assisting where ever required in the post printing process.

### **Primary Duties and Responsibilities**

- Operate and troubleshoot high speed black and color photocopier and a variety of bindery equipment including: staplers, folders, booklet maker, etc.
- Assist with Publication newsletter program as required, including labeling, sorting, and bundling
- Back-up mail department as required
- Assist in shipping and receiving as required
- Provide general cleanup for service areas
- Notify production foreman when supplies are required for re-ordering
- Other duties as assigned

### **Knowledge, Skills, and Abilities**

- Demonstrated knowledge and experience in the following areas:
  - Experience in the Print Service sector an asset
  - Working knowledge of Publication newsletter process an asset
  - Operating bindery equipment and high speed black and color photocopiers
- Demonstrated skills in the following areas:
  - Communication – verbal, written and interpersonal
  - Mechanical aptitude as it relates to minor service and maintenance of equipment
  - Organization and time management with attention to detail
- Demonstrated abilities in the following areas:
  - Self motivated and enthusiastic
  - Effectively manage a variety of tasks, and be able to adapt to unexpected interruptions and adjustments to priorities throughout the day.
  - Establish and maintain effective working relationships with customers, suppliers and other employees
  - Work with minimal supervision and also contribute to a team environment

## **Qualifications and Experience**

- Post-secondary degree or diploma in a related field or a combination of equivalent education and/or training
- Minimum two years experience in a role that demonstrates the ability to perform the duties required for this position

## **Working Conditions**

- Full time (37.5 hours per week), permanent
- Overtime work may be necessary during busy periods
- Must be able to lift heavy loads and stand for extended periods of time

## **How to Apply**

Qualified applicants should send a letter of application outlining your experience and how it will assist you in this position, and a resume to:

Email (preferred): [humanresources@sasksport.sk.ca](mailto:humanresources@sasksport.sk.ca) (please reference position in subject line)

Or

Human Resources  
Re: Bindery  
Sask Sport Inc.  
1870 Lorne St.  
Regina, SK S4P 2L7

**Deadline to receive applications is Sunday August 6, 2017.**

Only those selected for an interview will be contacted. Thank-you for your interest in Sask Sport.