



Established in 1937, Marquis is Canada's largest book manufacturer, offering the best solutions in the field of publishing and communications to thousands of content owners in Canada, the United States and Europe. Marquis has experienced solid growth exceeding 200% in the last five years. Today our team includes more than 600 employees in six business locations across Canada: Montmagny, Quebec City, Louiseville, Sherbrooke, Montreal, and Toronto.

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## HEAD PACKER

**Marquis** is looking for a **Head Packer** for our **Scarborough** site.

As a member of our Maintenance team, the **Head Packer** is responsible for setting up the packing area and packing books during runs, using established processes and methods.

**Job type:** Full time, permanent

**Shifts:** Afternoon (3:00 pm-11:00pm). Afternoon shift premium is \$1.00 per hour.

### KEY JOB RESPONSIBILITIES OF THE HEAD PACKER:

- Obtain cartons, skids, skid tags and carton labels required for orders;
- Complete visual inspection of books prior to packing;
- Remove books with inaccurate trimming, folded pages, excess glue or bad printing;
- Ensure books are in uniform piles and packed without damaging them;
- Set up an automatic tape machine and ensure labels have all the required information;
- Apply tape and appropriate labels to cartons and maintain the carton storage area;
- Ensures labels have all required information (ISBN);
- Pile/stack full cartons onto skids;
- Keep up with general housekeeping duties including sweeping and emptying waste containers;
- Work with packing crew and others in the area for production and quality throughout;
- Maintain a healthy and safe working environment by adhering to OH&S policies and procedures;
- Other duties and responsibilities as assigned.

### QUALIFICATIONS OF THE HEAD PACKER:

- Ability to demonstrate in depth skill in bindery and packing;
- Excellent organization skills with strong attention to detail;
- Safety and quality mind;
- Basic use of manufacturing databases;
- Secondary/High School Diploma or equivalent;
- Good English communication skills both written and verbal;
- Mechanical aptitude an asset.

**ADVANTAGES FOR THE HEAD PACKER:**

- Dynamic team;
- Company events;
- Growth and advancement opportunities;
- Employee Assistance Program;
- Group Benefits and company pension.

**Are you interested in joining our team as a Head Packer?**

Apply now to [jobs@marquisbook.com](mailto:jobs@marquisbook.com)

*Marquis is an equal opportunity employer and values diversity and inclusion. We thank all applicants for their interest, however only those selected for interview consideration will be contacted. Marquis encourages applications from all qualified candidates and is committed to providing accessible employment practices that comply with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation during any stage of the recruitment and selection process, please notify Human Resources.*



**Marquis Book Printing – 3480 Pharmacy Avenue, Toronto, ON M1W 2S7**

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