



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.

## MATERIAL HANDLER

Marquis is looking for a **Material Handler** for our Toronto site.

**Job type:** Full time, permanent

### KEY JOB RESPONSIBILITIES:

- Collect full recycling bins, pallets and store in designated spots;
- Deliver product and materials to the appropriate department;
- Load/unload trucks, inspect, count, accept all undamaged goods that match the packing list;
- Maintain accurate records, make adjustments, conduct inventory counts, and monitors supplies;
- Tag goods appropriately and provide a copy of the tag to the appropriate department;
- Prepare skids for shipping, remove skids from Press areas, and store them appropriately;
- Weighing, grading, loading bails, recycling bins, and preparing used plates for pick up;
- Clean and maintain bailer room;
- Weigh, wrap, label rolls, and place the rolls back in inventory;
- Maintain a healthy and safe working environment by adhering to Health and Safety policies.

### QUALIFICATIONS:

- **Forklift** (e.g. Reach Truck), **counterbalance** and propane handling experience and license required;
- Excellent organization skills with strong attention to detail;
- Good English verbal communication skills, with clear and legible written skills;
- Basic knowledge of manufacturing databases, all MS Office products and basic data entry;
- Demonstrated ability to problem solve, analyze, research and/or escalate issues (e.g. missing cartons, damaged product, incorrect labels, etc.);
- 2+ years of experience with material handling and shipping/receiving.

### ADVANTAGES:

- 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 Material Handler?**

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

*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**

**[jobs@marquisbook.com](mailto:jobs@marquisbook.com) • [www.marquisbook.com](http://www.marquisbook.com)**