

Print Shop Production Assistant

Company: Hubbub Paper Co.

Location: Cambridge, Ontario

Job Type: Full-Time

Salary/Wage: To Be Determined

Job Summary

Hubbub Paper Co. is seeking a detail-oriented and reliable **Print Shop Production Assistant** to join our full-time team in Cambridge, Ontario. In this role, you will handle projects from start to finish, including checking client files, operating presses, and managing specialized specialty finishing processes. If you enjoy hands-on specialty craftwork, managing multiple tasks, and delivering high-quality products, we want to hear from you.

Key Responsibilities

- **File Preparation:** Review and fix customer files to ensure correct sizes, resolutions, colours, and margins before printing.
- **Equipment Operation:** Set up and run various printing presses safely and efficiently.
- **Specialty Craft Operations:** Assist with or operate machinery for letterpress printing, foil stamping, embossing, and die cutting.
- **Finishing Work:** Cut, fold, bind, laminate, and package finished print materials according to order specifications.
- **Quality Control:** Inspect printed items throughout the production process to catch and correct mistakes.
- **Studio Upkeep:** Perform basic machine maintenance, inventory management, recycling and waste management.

Qualifications & Skills

- **Core Values:** A genuine passion for paper, tactile paper products, and the art of fine printing.
- **Experience:** Prior experience in a print shop, copy centre, or specialized print production environment is not required, but it is recognized and highly valued. We are willing to train the right candidate.
- **Specialized Knowledge:** Familiarity with or strong desire to learn traditional print processes like letterpress, foil stamping, embossing, and die cutting.
- **Software:** Proficiency with Adobe Creative Cloud (especially Illustrator, InDesign, and Photoshop) and print RIP software.
- **Technical Aptitude:** Ability to learn how to operate and troubleshoot mechanical print and bindery equipment.
- **Traits:** Strong multitasking skills, excellent eye for detail, and a calm approach to tight deadlines.

Benefits

- Medical and Dental benefits coverage
- Paid time off and statutory holiday pay

Contact Info

<https://www.hubbubpaperco.com/>

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