

**JOB POSTING DETAILS**

<b>Employer</b>	Pollard Banknote Limited	<b>Job Type</b>	RI
<b>Job Title</b>	Cartoner	<b>Duration</b>	Full Time
<b>Job ID</b>	11646	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	October 22, 2021	<b>Closing Date</b>	November 3, 2021

**Job Overview - Description & Duties**

Position Title: Cartoner  
 Department: Finishing  
 Location: Sault Ste. Marie, Ontario  
 Posting Date: October 22, 2021  
 Closing Date: November 03, 2021

**POSITION DESCRIPTION:**

The Cartoner, reporting to the Production Manager, ensures that books of lottery tickets are safely scanned and placed into cartons in accordance with game specifications and that completed cartons are placed correctly on pallets in preparation for shipping. The Senior Cartoner will personally scan, carton and palletize products as well as monitor the work of other employees who are Cartoning and palletizing. This person is responsible for the Cartoning process including getting the books into the carton, labelling, palletizing and balancing.

**KEY RESPONSIBILITIES:**

- To ensure accuracy of packing printed product
- Report any discrepancies that are presented on the ticket
- Lead Cartoning teams
- Train, coach and motivate team members
- Ensure all ticket books are checked against issued list
- Assists in loading finished product into customer specific boxes for shipment of product
- Check range of numbers when packing product
- Ensure production spec's are followed correctly when loading boxes and skids
- Cross reference production spec's in order to set up and sign off game paperwork
- Clean work area at the end of each shift or when required
- Will be cross-trained on all other positions within manufacturing Finishing and will provide coverage/support as needed.
- Other duties as assigned.

**Required Skills**

- Grade 12 diploma
- Good communication skills
- Basic computer skills
- Ability to work within deadlines
- Ability to work in a repetitive movement environment and lift up to 40 lbs
- Flexible to work overtime when needed

**Other Requirements**

NA

## How to Apply

Pollard Banknote offers a challenging, team-oriented environment, competitive compensation, profit sharing program, company pension and opportunities for professional development.

We thank all that apply, however only candidates selected for an interview will be contacted. Employment is contingent upon a satisfactory response from a Criminal Record Search.

Pollard Banknote is an equal opportunity employer. Pollard Banknote is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Please submit a cover letter, with submitting a resume demonstrating your qualifications for the position to:

Attention Human Resources Sault Ste. Marie - Pollard Banknote Ltd.

[ssmrecruitment@pbl.ca](mailto:ssmrecruitment@pbl.ca)