



Shop Hand Full-Time

Campbell River Region
Campbell River

Tuesday July 14, 2026

Minimum wage - \$ 20/ hour

Company: River Ink Printing and Signs Ltd.

Website: <https://riverink.ca/>

Industry: Manufacturing & Utilities

How to apply:

Please submit a cover letter and resume to chloe@riverink.ca

Expiry Date:

Tuesday, July 28, 2026

Details:

Key Responsibilities: - Heat pressing - Data entry, filing, invoicing and other administrative tasks as assigned by management - Inventory - Managing shipments (we are always around to help but ideally you would be comfortable carrying/ moving boxes around) - Trimming/ reviewing products for flaws/ errors - Managing workload around deadlines Dependent on capacity/ capability, additional job duties could include (with wage increase): - Taking orders/ estimating - Building project presentations using in house software - Working with suppliers - Client communication - Digital proofing - Running Direct-To-Film printer - Running embroidery machines - Machine maintenance

Qualifications & Experience:

Requirements: - Computer literacy - Organizational and multitasking skills - Prior experience with PrintSmith (or other data entry/ estimating software) or design software would be an asset but is not a requirement
