



## JOB PROFILE

**Date:** April 16<sup>th</sup>, 2018

**Position:** Order Picker

**Department:** Shipping & Receiving

**Shift:** Monday to Friday 7:00am to 3:30 pm

**Reports to:** Director, Production Services

---

Hemlock Harling is a progressive and growing provider of data-driven marketing, postal and third-party distribution services to a diverse range of clients throughout North America. We are an equal partnership of Hemlock Printers, a recognized North American print industry leader based in Burnaby, BC, and Harling Direct, a prominent postal services and fulfillment provider with facilities in Montreal and Toronto.

We operate from a dedicated 40,000 square foot state-of-the-art facility in Richmond, BC, with equivalent capacity and services in Toronto, ON and Montréal, QC. Our experienced customer-centric staff maintain a dedication to accuracy, reliability and continuous innovation. For more information please visit [www.hemlockharling.com](http://www.hemlockharling.com).

We have an exciting opportunity for someone with a positive “can-do” attitude. The successful candidate should be well organized, focused on detail and able to work within a fast-paced environment under tight deadlines. This is a permanent, full-time position offering a competitive wage and excellent benefits plus career growth opportunities in a technologically evolving area of our business.

### Requirements:

- Warehouse experience (minimum of 1 year)
- Must be comfortable with using computers
- Working experience with shipping software (Purolator, FedEx, UPS, etc.)
- Fluent with the English language, able to communicate both verbally and in writing
- Attention to detail in all areas of work
- Able to multi-task and work in a fast-paced environment
- Good organizational, time management, and prioritizing skills
- Able to work efficiently as a part of a team as well as independently
- Strong work ethic and positive team attitude
- Flexible schedule during peak workload periods an asset

### How to Apply:

If you are interested in exploring this career opportunity, please send your resume to [employment@hemlockharling.com](mailto:employment@hemlockharling.com) and quote **Order Picker** in the email subject line.

Open Until Filled.

We would like to thank all applicants for their interest, however only those applicants considered for an interview will be contacted.