

## **JOB PROFILE**

**DATE:** November 29th, 2018  
**POSITION:** Shipper & Receiver  
**STATUS:** REGULAR, FULL-TIME, Day Shift Monday to Friday  
**LOCATION:** Richmond, B.C

Hemlock Harling Distribution provides 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 proudly operate from a dedicated 40,000 square foot state of the art facility in Richmond, BC. Our experienced team maintains a dedication to accuracy, reliability and continuous innovation.

We have an exciting opportunity for someone with a positive, can-do attitude. The successful candidate will 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.

The successful candidate will have a minimum two years of relevant industry experience and/or related post-secondary education.

### **Core Responsibilities:**

- Inspect, pack and ship outgoing product to local, national and international destinations
- Ensures goods are packaged accurately. Generate packing slips and certification
- Generate shipping documentation, including export and compliance documents
- Participate in regularly scheduled cycle counts
- Maintains a clean and well-organized warehouse environment
- Maintain shipping supplies such as packing tape, pallet wrap and other items
- Working with a dedicated Receiver, inspect and stock incoming deliveries and products from vendors. Enter information into our warehouse management system

### **Additional Responsibilities:**

- Follow all company safety policies and procedures. Maintain an organized work area
- Provide status updates to fellow production employees and management as required
- Respond to change productively and handle other duties as required

### **Qualifications and Skills:**

- Experience in international shipping practices and dealing with customs brokerage an asset
- Experience with a computerized inventory system
- PC computer familiarity with Word and Excel abilities
- Demonstrate clear, effective communication skills
- Demonstrated ability to multi-task, handling frequent interruptions and shifting priorities
- Organized, self-motivated and efficient
- Forklift certification 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). Please quote Shipper & Receiver in the email subject line.

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