



**Date:** November 8, 2018  
**Position:** Shipper Receiver, Display

---

**Job Overview:**

We have an immediate job opening within our wide format operation for a Shipper Receiver.

The hours of work are Monday to Friday from 7:30 am to 3:30 pm and may require flexibility for shift changes from time to time. The position requires the candidate to be detail oriented and enjoy a fast-paced high-volume production environment.

**Core responsibilities:**

- Ship wide format printed products using a variety of shipping methods
- Accurately receive and organize incoming products from suppliers
- Stage paper stock for production workflow
- Maintain a clean and organized shipping & receiving area
- Securely package wide format printed products
- Provide shipping rate quotes for estimating team
- Manage weekly recycling process
- Maintain forklift and electric pallet jacks
- Perform monthly inventory cycle counts
- Wrap and strap skids
- Back up various shipping positions.
- Other duties as assigned
- Participate and support in continuous improvement and the development of best practices within and across department.

**Other requirements for this position include:**

- Strong organizational skills and attention to detail.
- Strong interpersonal and communication skills both written and verbal.
- Able to work independently and work cooperatively as a team member.
- Knowledge of shipping standards, writing waybills and customs paperwork.
- Good math skills and computer competent.
- Ability to manage simple and complex projects under tight deadlines.
- Ability to multi-task and move efficiently between different responsibilities.
- Strong customer service skills.
- Previous experience as a Shipper is an asset.
- Previous experience and or Forklift training would be an asset.
- Physically fit, able to lift over 50lbs.

If you are interested in this position, please forward your resume to [humanresources@hemlock.com](mailto:humanresources@hemlock.com) and quote **SHIPPER RECEIVER DISPLAY** in the email subject line.