



## JOB PROFILE

<b>Date:</b>	May 24, 2019
<b>Position:</b>	Shipping and Receiving Assistant
<b>Status:</b>	Regular, Full-Time
<b>Shift:</b>	Monday to Friday
<b>Hours:</b>	7.5/Day
<b>Location:</b>	Burnaby

---

Hemlock Printers Ltd. is an internationally recognized leader in print communications with our manufacturing plant in Burnaby, British Columbia and sales associates in Burnaby, Seattle and San Francisco. For more information, please visit [www.hemlock.com](http://www.hemlock.com).

We have an opening for a Shipping & Receiving Assistant to join our Shipping Department. The position is Permanent - Full Time and requires the candidate to accurately assist with the shipping and receiving of product and materials at the Hemlock Printers main plant (Burnaby) location. The hours of work are Monday to Friday from 6:00 am to 2:00 pm and may require flexibility for shift changes from time to time. The candidate must be detail oriented and enjoy a fast-paced high-volume production environment.

### Core Responsibilities:

- Accurately receive and organize incoming products from suppliers
- Perform daily inventory cycle counts
- Stage paper stock for production workflow
- Maintain forklift and electric pallet jacks as well as organizing shipping area
- Wrap and strap skids for the shipping department
- 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

### Skills & Qualifications:

- 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 opportunity, please forward your resume to [hrd@hemlock.com](mailto:hrd@hemlock.com) and quote SHIPPING AND RECEIVING ASSISTANT in the email subject line. Links will not be accepted.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.