



JOB PROFILE

Date: June 28, 2019
Position: Shipper Receiver, Display
Status: Regular, Full-Time
Shift: Monday to Friday
Hours: 7.5/Day
Location: 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.

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 opportunity, please forward your resume to hrd@hemlock.com and quote SHIPPER RECEIVER, DISPLAY 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.