

JOB PROFILE

DATE: October 3, 2019
POSITION: Mail Service Coordinator
STATUS: FULL-TIME, Monday to Friday
LOCATION: Richmond, B.C

Hemlock Harling Distribution is a BC-based, rapidly growing company specializing in data-driven marketing, postal and third-party distribution solutions 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.

Our need for a Mail Service Coordinator is growing as we onboard new clients who require efficient, professional and high-quality mail services. If you are looking to gain hands on experience with a well-established company where you learn new skills in a high growth industry, then this is your opportunity.

Hemlock Harling proudly operates from a dedicated 40,000 square foot state of the art facility in Richmond, BC. Our experienced team of close to 50 staff members are committed to providing exceptional service to our customers, while driving continuous improvement in our processes and technologies.

The successful candidate will coordinate the distribution of mailed products from Hemlock Harling. The position is responsible for keeping current on postal regulations and rates. You will work closely with internal and external contacts on all mailing projects moving through production. This position also works closely and maintains a strong working relationship with our contacts at Canada Post and USPS.

Core Responsibilities:

- Use postal specific software to create statements of mail and assess postage costs
- Pre-flight customer supplied mailing files and trouble shoot issues
- Provide professional customer service to internal and external contacts
- Create statements of mail, print labels, bag and cage tags and all other associated postal documentation
- Assist in managing the production flow for mailing products
- Offer cost saving alternatives on various mailing services
- Maintain spreadsheets for customer postage accounts
- Communicate with accounting to request postage funds
- Attend mailing related conferences and seminars
- Hands on assistance with mailing and fulfillment work in production
- Train employees on postal services and regulations
- Solve problems and provide constructive solutions in a timely manner
- Manage inventory levels and replenish all necessary supplies
- Remain open to feedback from managers and coworkers to improve overall quality of job performance
- Perform other duties as assigned

Key Attributes:

- Experience with Microsoft Office required
- Experience with mailing software an asset
- Ability to lift 30lbs

How to Apply:

If you are interested in exploring this career opportunity, please send you resume and cover letter indicating your objectives and compensation expectations to employment@hemlockharling.com. Please quote Mail Service Coordinator 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.

hemlockharling.com