



Job Profile

POSITION: Fulfillment Associate
STATUS: Full Time, Monday to Friday (7:00 am to 3:30 pm)
LOCATION: Richmond, BC
Date: March 5, 2021

Hemlock Harling Distribution is a rapidly growing company specializing in E-Commerce order fulfillment, mail processing, digital print production 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.

Position Overview

As a member of the Fulfillment Team your main priority will be picking and packing orders for a variety of clients, as outlined on your work order, and prepare them for shipping via a wide range of shipping carriers and services.

Position Responsibilities

- Kitting and assembly of customer goods
- Perform counts of received goods and prepare stock for picking
- Use of RF Scanning equipment for picking orders
- Use of various warehouse and safety equipment
- Maintain a clean, organized and safe workspace at all times
- Perform hand assembly tasks, inventory counts and other general duties as requested

Skills & Qualification

- Warehouse experience (minimum of 1 year)
- Computer experience – comfortable working in multiple software programs
- Demonstrate clear, effective communication skills via email and in-person
- Possess a keen eye for detail in all areas of your work
- Able to work efficiently as part of a team as well as independently
- Ability to multi-task and move efficiently between different responsibilities
- Strong work ethic and positive attitude
- Flexible schedule to accommodate potential overtime
- Able to stand on your feet for prolonged stretches and can lift up to 30 LBS repetitively

How to Apply:

If you are interested in exploring this career opportunity and meet the requirements listed above, please send you resume and cover letter to employment@hemlockharling.com. Please quote FULFILLMENT ASSOCIATE 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.