

JOB PROFILE

POSITION: Shipper & Receiver (**Afternoon Shift**)
STATUS: Full-Time, Sunday to Thursday
LOCATION: Richmond, B.C
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 our Material Handling Team the Shipper & Receiver will perform general physical activities to load, unload, sort and move shipments by hand or using material handling equipment. This position will also verify, accept, count and input details into our Warehouse Management System on all incoming goods and examine their condition upon receipt before placing items on available racking. The Shipper & Receiver will be responsible for the preparation of outgoing shipments while meeting all required specifications.

Position Responsibilities

- Inspect, pack and ship outgoing product to local, national and international destinations
- Ensures goods are packaged accurately while generating packing lists and certification
- Generate shipping documentation, including export and compliance documents. Makes necessary changes as required
- Support distribution activities such as selecting and supplying products for production and other internal users and keep accurate and timely records of such transactions
- Participate in regularly scheduled cycle counts
- Maintain a clean, safe and well-organized warehouse environment
- Maintain shipping supplies such as packing tape, pallet wrap and other items
- Inspect and stock incoming deliveries and products from vendors.
- Provide status updates to fellow production employees and management
- Respond to changing priorities and handle other duties as requested

Skills & Qualifications

- Experience in international shipping practices and dealing with custom brokerage and couriers
- Experience with a computerized inventory system
- PC computer familiarity with Word and Excel abilities
- Demonstrate clear, effective communication skills via email and in-person
- Ability to multi-task and move efficiently between different responsibilities
- Organized, self-motivated and efficient
- Stand up reach forklift certification is an asset

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 SHIPPER & RECEIVER 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.