

JOB PROFILE

DATE: March 1, 2023
POSITION: Administrative Assistant
STATUS: Full Time, Monday to Friday 8:30am-5:00pm
LOCATION: Richmond, B.C

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

Working out of our Richmond, BC office the Administrative Assistant role will work with our Accounting and Production Coordinator teams to provide administrative support to the company. Your ability to learn quickly, manage multiple priorities, and thrive in a busy environment will be critical to driving your outstanding service – both to external and internal clients.

Hemlock Harling proudly operates from a dedicated 46,000 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 be customer-service focused, detail oriented, and comfortable with a fast-paced environment with tight deadlines. This is a permanent, full-time position offering a competitive wage, and career growth opportunities.

Core Responsibilities:

- Provide high quality customer service to both internal and external clients
- Provide administrative support on docket creation, billing and invoicing tasks
- Interact and follow-up with sales, production and other departments
- Field incoming calls from shipping carriers and provide the requested information
- Manage the reception area, kitchen, boardroom and resource room, keeping them tidy and stocked
- Maintain relationships with customers, suppliers and production team
- Participate in project work with our Sales, Production Coordinator and Accounting teams
- Assist with scheduling and meeting arrangements
- Other general duties as requested by your manager

Requirements for this position include:

- Previous customer service, reception and/or administration experience is an asset
- Excellent computer skills with working knowledge of Excel, Word and Outlook
- Experience with writing and editing letters
- Excellent verbal and written communication skills
- Highly organized and great time management skills
- Ability to prioritize multiple projects and meet strict deadlines



How to Apply:

If you are interested in exploring this career opportunity, please send you resume and cover letter to employment@hemlockharling.com. Please include Administrative Assistant 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.