

Job Profile

Date: March 1, 2024
Position: Shipping & Receiving Assistant
Reports to: Head Shipper
Status: Permanent, Full Time
Shift: Monday - Friday
Hours: 7.5 Hour/Day (swing 7am-3pm, 8am-4pm - less ½ hour unpaid lunch)
Location: Burnaby
NOC: 75101
Pay Scale: \$21.00 - \$24.94

Hemlock Printers Ltd. is an internationally recognized leader in print communications with manufacturing facilities and offices in Burnaby, BC and Los Angeles, CA, plus sales associates in Seattle, WA and San Francisco, CA. For more information, please visit hemlock.com.

We have an immediate opening for a **Shipping & Receiving Assistant** to join our Shipping Department. Reporting to the Head Shipper, the position is responsible for assisting with daily warehouse duties, including shipping and receiving, inventory counts and warehousing at the Hemlock Printers main plant (Burnaby) location. The days of work are Monday to Friday and may require flexibility for shift changes from time to time.

The position is permanent, full-time, working Monday to Friday, swing 7am-3pm and 8am-4pm every two weeks less ½ hour unpaid lunch.

Core Responsibilities:

- Assist with shipping and receiving tasks, including preparing products for shipment, preparing and storing shipping documentation, accurately receive and organize incoming products from suppliers
- Assist with unloading and loading of deliveries.
- Perform daily inventory cycle counts.
- Assist with warehousing tasks including recycling material
- Stage paper stock for production workflow.
- Organizing and cleaning shipping and receiving areas.
- Maintain forklift and electric pallet jacks as well as organizing shipping area.
- Work with the team to meet deadlines.
- Provide backup support for various shipping positions.
- Collaborate with the shipping team and other departments involved in the shipping and receiving of products.
- Participate and support in continuous improvement and the development of best practices within and across departments.

Additional Duties: The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your Management Team are expected to be performed.

Skills & Qualifications:

- Minimum high school diploma, GED, or equivalent required
- Physically fit and able to repetitively move heavy and/or bulky materials up to 50 lbs.
- Experience working with pallet jack and forklift is an asset
- Previous shipping/receiving/warehousing experience is an asset
- Good computer skills.
- Able to work under tight deadlines and able to move efficiently between different responsibilities.



Benefits:

- Extended Health and Dental (incl. of Vision & Prescriptions), Life, AD&D, Short-term Disability and Long-term Disability Insurance package
- Vacation and Care/Sick pay
- Group RRSP
- Profit Sharing
- Employee & Family Assistance Program
- Transit/Compass Card program
- Free Electric charging stations & onsite parking

Hemlock Printers is committed to building a diverse and inclusive workplace. We strive to ensure our internal policies and practices recognize the value of diversity, inspire employee participation and are free of barriers for advancement. Our goal is to provide equal possibility for everyone and for every employee to feel safe, valued, empowered, and respected for their contributions to our shared purpose. All those who would contribute to the further diversification of our community are encouraged to apply.

If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote **Shipping & Receiving Assistant** in the email subject line.

Open until filled.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.