



Hemlock Printers Ltd.
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Job Profile

Date: September 1, 2026
Position: Fulfillment Associate
Reports to: Supervisor, Fulfillment & Handwork
Status: Permanent, Full Time
Shift: Monday - Friday
Hours: 7.5 Hour/Day (7:30am-3:30pm - less ½ hour unpaid lunch)
Location: Richmond
NOC: 95109
Pay Scale: \$22.06 - \$26.20

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

We have an immediate opening for a Fulfillment Associate to join our Production Department. They are responsible for performing a variety of order fulfillment and hand-work tasks to ensure customer orders are accurately prepared and shipped on time. This role involves picking and packing orders, preparing materials for final shipment, packing cartons, assembling kits and sorting various types of printed products. The Fulfillment Associate is expected to ensure that all orders are accurately picked, packaged, labelled, and prepared according to established requirements. The role also requires maintaining an organized work area, following production and quality standards, and working closely with other members of the Production Team to meet shipping schedules and tight deadlines.

The successful candidate will be detail-oriented, organized, dependable, and able to work effectively in a fast-paced environment while maintaining accuracy and productivity.

The position is permanent, full-time, working Monday to Friday, from 7am-3pm, less ½ hour unpaid lunch.

Core Responsibilities:

- Packing cartons and preparing material for final shipment
- Sorting, kitting and assembly of customer material
- Picking and packing of fulfillment orders using RF scanning equipment.
- Performing hand assembly tasks, inventory counts and other general duties as requested
- Maintaining a clean, organized and safe workspace at all times

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:**

- Previous warehouse and production experience required
- Physically fit and able to repetitively move heavy and/or bulky materials up to 30 lbs.
- Computer experience – prior WMS experience in a warehouse, distribution, or fulfillment environment is essential
- 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, positive attitude and able to perform in a fast-paced environment
- Flexible schedule to accommodate potential overtime

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

If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote **Fulfillment Associate** 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.