

Job Profile

Date: September 16, 2026
Position: Shipper & Receiver
Reports to: Shipping Supervisor
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: 14400
Pay Scale: \$24.44 - \$28.67

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 **Shipper & Receiver** to join our Burnaby location Shipping Department. Hemlock Printers Shipper/Receiver plays a critical role in ensuring the accurate, timely, and efficient movement of materials and finished products for our company, clients, and suppliers. This position is responsible for preparing materials for shipping, will receive and organise incoming products from suppliers, prepare customer shipments, coordinate carrier pickups, maintain inventory accuracy, and support a safe and organized warehouse environment.

Success in this role requires a strong attention to detail, a customer-focused mindset, and a commitment to teamwork, quality, and continuous improvement.

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:

- Determine the method of shipment and coordinate shipping
- Prepare bills of lading, customs forms, invoices and other shipping documents manually or by computer
- Prepare, pack and load skids, record contents, pack goods to be shipped and affix identifying information and shipping instructions
- Accurately receive and organize incoming products from supplier vehicles or trucks, by inspecting and verifying incoming goods against invoices, packing slips or other documents
- Record shortages and reject damaged goods
- Unpack, code and route goods to appropriate storage areas
- Maintain internal record-keeping systems
- Safely operate and maintain forklift and pallet jacks to load, unload, transport and store goods
- Organize and maintain shipping area



Additional Duties: The position will include any and all duties assigned to ensure the proper functioning of operations in the department. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is determined by the company to be a reasonable assignment to the position.

Skills & Qualifications:

- Minimum 1 to 3 years of shipping, receiving, warehouse, logistics or related experience.
- Experience preparing freight, courier and palletized shipments.
- Ability to lift up to 22.7 kg/ 50 lbs on a regular basis.
- Strong attention to detail and commitment to accuracy.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Excellent organizational and time management skills.
- Strong communication and teamwork abilities.
- Customer-focused approach with a commitment to service excellence.
- Ability to work independently while contributing positively to team goals.
- Basic computer skills and experience using inventory or shipping systems.
- Problem-solving mindset with the ability to identify and resolve issues efficiently.
- Commitment to workplace safety and quality standards.
- Physically able to lift over 22.7 kg / 50 lbs.
- Forklift experience/certification is an asset.
- Familiarity with domestic and cross-border shipping documentation is an asset.

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 **Shipper Receiver** 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.