

JOB PROFILE

DATE: June 29, 2018
POSITION: Fulfillment Associate
STATUS: REGULAR, FULL-TIME, Day Shift Monday to Friday
LOCATION: Richmond, B.C

Hemlock Harling Distribution provides data-driven marketing, postal and third-party distribution services 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.

We proudly operate from a dedicated 40,000 square foot state of the art facility in Richmond, BC. Our experienced team maintains a dedication to accuracy, reliability and continuous innovation.

We have an exciting opportunity for someone with a positive, can-do attitude. The successful candidate will be well organized, focused on detail and able to work within a fast-paced environment under tight deadlines. This is a permanent, full time position offering a competitive wage and excellent benefits.

Core Requirements:

- Warehouse experience (minimum of 1 year)
- Computer experience – comfortable working in multiple software programs
- Working experience with shipping software (Purolator, FedEx, UPS etc....)
- Able to fluently communicate both verbally and via email
- Attention to detail in all areas of work
- Strong organizational, time management and prioritizing skills
- Able to work efficiently as a part of a team as well as independently
- Ability to multitask and move efficiently between different responsibilities
- Strong work ethic and positive team attitude
- Flexible schedule to accommodate potential overtime

How to Apply:

If you are interested in exploring this career opportunity, please send you resume and cover letter indicating your objectives and compensation expectations to employment@hemlockharling.com. Please quote Fulfillment Associate 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.