

## JOB PROFILE

**DATE:** August 30,2018  
**POSITION:** Hand Assembly  
**STATUS:** REGULAR, FULL-TIME, Day & Afternoon Shifts  
**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.

Reporting to the Director of Production Services, your primary focus will be hand assembly of customer orders in preparation for mailing and shipping. We have both day shift and afternoon shift available with flexible hours and access to public transit.

### **Experience:**

- Bindery, mailing, or previous fulfillment experience an asset.

### **Abilities:**

- Attention to detail and quality consciousness are essential.
- Service oriented
- Able to meet deadlines.
- Able to work overtime if required.
- Eagerness to learn new things.
- Must be able to work in a team environment.

### **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](mailto:employment@hemlockharling.com). Please quote Hand Assembly 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.