



## Shipper & Receiver

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.

The successful candidate will have a minimum two years of relevant industry experience and/or related post-secondary education.

### **Core Responsibilities:**

- Inspect, pack and ship outgoing product to local, national and international destinations
- Ensures goods are packaged accurately and correctly. Generate packing lists and certification.
- Generate shipping documentation, including export and compliance documents. Make necessary changes as required
- Support distribution activities such as selecting and supplying products for production and other internal use and keeping accurate and timely records of such transactions
- Participate in regularly scheduled cycle counts
- Maintains a clean and well-organized warehouse environment
- Maintain shipping supplies such as packing tape, pallet wrap and other items
- Working with a dedicated Receiver, inspect and stock incoming deliveries and products from vendors. Enter information into our warehouse management system



**Additional Responsibilities:**

- Follow all company safety policies and procedures and organizes work areas
- Provide status updates to fellow production employees and management as required
- Respond to change productively and handle other duties as required.

**Qualifications and Skills**

- Experience in international shipping practices and dealing with customs.brokerage/courier highly advantageous.
- Experience with a computerized inventory system
- PC computer familiarity; with Word and Excel abilities
- Demonstrate clear, effective communication skills via email and in-person
- Demonstrated ability to multi-task, handling frequent interruptions and shifting priorities
- Organized, self-motivated and efficient
- Forklift certification an asset

Job Type: Full-time

Salary: \$18.00 to \$22.00 /hour