

JOB PROFILE

DATE: August 23, 2022
POSITION: Mail & Transport Coordinator
STATUS: Monday to Friday, permanent, full time
LOCATION: Richmond, B.C

Hemlock Harling Distribution is a rapidly growing company specializing in mail processing, digital print production, E-Commerce order fulfillment and third-party distribution solutions 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 operations located in Montreal.

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 strong work ethic and a positive team mentality. The successful candidate will coordinate the distribution of mailed products from Hemlock Harling. The position is responsible for keeping up to date on postal regulations and rates. This role will work closely with the Hemlock Harling's sales team, estimators, production coordinators and production staff on all mailing related projects while maintaining a positive working relationship with representatives from Canada Post and the United States Postal Service.

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

Core Responsibilities:

- Work with online postal software to create Statements of Mail (SOMs), run proforma statements to assess postage rates and offer cost saving alternatives
- Pre-flight/troubleshoot customer supplied mailing files and create statements and all associated postal tags and forms
- Assist in managing the production flow with the Mailing Team
- Create spreadsheets for customer postage accounts and communicate with the Accounting Team to request postage funds
- Provide exceptional customer service to internal and external stakeholders
- Attend Canada Post and USPS conferences and seminars and train staff on mailing initiatives
- Monitor inventory levels and order all necessary mailing supplies
- Prioritize, schedule and assign LTL and parcel shipments and coordinate with the various carriers to ensure all delivery timelines are met
- Complete US and Canadian regulatory commercial shipping paperwork
- Assist with receiving of incoming product and with scheduling incoming material from vendors requiring a delivery appointment
- Track and re-distribute all shipments returning to Hemlock Harling
- Collaborate with Hemlock Harling staff on the development and implementation of service improvements
- Follow all company rules, procedures and safety policies
- Assist in the Mailing & Fulfillment departments and perform other duties as assigned



Skills & Abilities:

- Computer experience – comfortable working in Office 365 and multiple software programs
- Able to effectively communicate both verbally and via email
- Strong organizational, time management and prioritizing skills
- Ability to multitask and move efficiently between different responsibilities
- Ability to lift 30lbs and stand for long periods of time in a fast-paced warehouse environment

How to Apply:

If you are interested in exploring this career opportunity, please send your resume to employment@hemlockharling.com. Please quote Mail & Transport Coordinator 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.