

## Job Profile

<b>Date:</b>	December 12, 2024
<b>Position:</b>	Shipper Receiver - Small Format
<b>Reports to:</b>	Supervisor, Small Format & Hand Bindery
<b>Status:</b>	Permanent, Full Time
<b>Shift:</b>	Monday - Friday
<b>Hours:</b>	7.5 Hour/Day (7am-3pm less ½ hour unpaid lunch)
<b>Location:</b>	Burnaby
<b>NOC:</b>	14400
<b>Pay Scale:</b>	\$21.31 - \$25.31

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Hemlock Printers Ltd. is an internationally recognized leader in print communications with manufacturing facilities and offices in Burnaby, BC and Los Angeles, CA, plus sales associates in Seattle, WA and San Francisco, CA. For more information, please visit [hemlock.com](http://hemlock.com).

We have an opening for a **Shipper Receiver** in our Small Format Department. As an integral member of the team creating a cost-effective, excellent customer experience, the Shipper-Receiver is responsible for the shipping and receiving of printed material and incoming supplies for our Small Format Department. The position is primarily responsible for ensuring that all orders are picked up and shipped accurate and timely manner.

The position is permanent, full-time, working Monday to Friday, 7am-3pm less ½ hour unpaid lunch.

### Core Responsibilities:

- Ship printed products using a variety of shipping methods
- Accurately receive and organize incoming products
- Stage paper stock for production workflow
- Maintain a clean and organized shipping & receiving area
- Provide shipping rate quotes for estimating team
- Wrap and strap skids
- Back up various shipping positions
- Collaborate with the small format finishing team, the shipping team and other departments involved in the shipping and receiving of products.
- Participate in and support in continuous improvement and the development of best practices within and across departments.

**Additional Duties:** The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your Management Team are expected to be performed.

### Skills & Qualifications:

- Previous experience as a Shipper Receiver
- Strong organizational skills and attention to detail.
- Strong interpersonal and communication skills both written and verbal.
- Able to work independently and work cooperatively as a team member.
- Knowledge of shipping standards, writing waybills and customs paperwork.
- Good math skills and computer competent.
- Ability to manage simple and complex projects under tight deadlines.
- Ability to multi-task and move efficiently between different responsibilities.
- Strong customer service skills.
- Previous experience and or Forklift training would be an asset.
- Physically fit, able to lift over 50lbs.



**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

Hemlock Printers is committed to building a diverse and inclusive workplace. We strive to ensure our internal policies and practices recognize the value of diversity, inspire employee participation and are free of barriers for advancement. Our goal is to provide equal possibility for everyone and for every employee to feel safe, valued, empowered, and respected for their contributions to our shared purpose. All those who would contribute to the further diversification of our community are encouraged to apply.

If you are interested in this opportunity, please forward your resume to [hrd@hemlock.com](mailto:hrd@hemlock.com) and quote **Shipper Receiver - Small Format** 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.