



Job Profile

Date:	September 25, 2024
Position:	Shipper Receiver
Reports to:	Production Manager
Status:	Permanent, Full Time
Shift:	Monday - Friday
Hours:	8 Hour/Day
Location:	Burnaby
NOC:	14400
Pay Scale:	\$23.98 - \$28.70

Hemlock Display Solutions is a western Canadian leader in large format digital and screen-printing services. We are proud to service leading brands and enterprises across a wide range of business sectors. From our 35,000 square foot facility in Burnaby, BC, our UV, latex and screen-printing capabilities provide exceptional results for indoor, outdoor, retail point of purchase and architectural signage as well as adhesive graphics for walls, windows and floors. For more information, please visit www.hemlockdisplay.com.

We have an opening at our Hemlock Display department for a **Shipper/Receiver**. They are expected to prepare materials for shipping as well as organize incoming materials from suppliers. The role involves ensuring that all shipments are properly packaged and labeled. The role also requires the accurate tracking and entry of shipment tracking numbers, shipment costs, shipping materials used, and time spent packaging. The Shipper/Receiver is also expected to communicate with other departments to ensure timely delivery of finished products.

A Shipper/Receiver should be well organized, detail oriented, a strong communicator and enjoy a fast-paced high-volume production environment. They should also be able to meet the physical demands of their role.

The position is permanent, full-time, working Monday to Friday, 7:30 am-3:30 pm and may require flexibility for shift changes from time to time.

CORE RESPONSIBILITIES:

- Coordinate with the Production Supervisor to prioritize the shipments to be sent out each day
- Ship wide format products using a variety of shipping methods
- Accurately receive and organize incoming materials from suppliers
- Maintain a clean and organized shipping & receiving area
- Securely package wide format printed products
- Load and unload inbound and outbound trucks
- Process warehouse to warehouse transfers of finished goods and raw materials
- Kitting of distribution orders and fulfilment orders
- Provide shipping rate quotes for estimating team
- Trace shipments with carriers for planning team
- Fill out customs documents for international shipments
- Record time spent and materials used for packaging orders
- Accurately record shipping costs and tracking numbers into PrintVis
- Perform monthly inventory cycle counts of shipping supplies
- Wrap and strap skids
- Participate 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 is an asset.
- Previous experience and/or Forklift training would be an asset.
- Physically fit, able to lift over 50lbs.
- 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 competence.
- Ability to manage simple and complex projects under tight deadlines.
- Ability to multi-task and move efficiently between different responsibilities.
- Strong customer service skills.

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 Display Solutions 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 and quote **Shipper Receiver - Display** 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.