



Hemlock Connect Inc.
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hemlockconnect.com

Job Profile

Date: January 21, 2025
Position: Shipper & Receiver
Status: Permanent, full time
Shift: Day Shift Monday to Friday
Hours: 7:30am - 4:00 pm
Location: Richmond, BC

Hemlock Connect is a rapidly growing industry leader 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 proudly operate from two specialized facilities encompassing over 56,000 square feet in Richmond, BC. Our experienced team maintains a dedication to accuracy, reliability and continuous innovation. For more information, please visit hemlockconnect.com.

We have an opening for a **Shipper & Receiver**. We are looking for someone with a strong work ethic and a positive team mentality. 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.

Position Overview

As a member of our Material Handling Team the **Shipper & Receiver** will perform general physical activities to load, unload, sort and move shipments by hand or using material handling equipment. This position will also verify, accept, count and input details into our Warehouse Management System on all incoming goods and examine their condition upon receipt before placing items on available racking. The Shipper & Receiver will also be responsible for the preparation of outgoing shipments while meeting all required specifications.

Position Responsibilities

- Inspect and receive incoming material and input required details into our Warehouse Management System
- Inspect, pack and ship outgoing product to local, national and international destinations
- Generate shipping documentation, including export and compliance documents
- Ensure goods are packaged accurately and generate packing lists and certification
- Supply product to production and other internal users keeping accurate records of all transactions



- Maintain a clean, safe and well-organized warehouse environment
- Maintain shipping supplies such as packing tape, pallet wrap and other items
- Provide status updates to fellow production employees and management
- Respond to changing priorities and handle other duties as requested
- Participate in regularly scheduled cycle counts

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 manager are expected to be performed.

Skills & Qualifications

- Valid stand-up reach forklift certification
- Experience with a computerized inventory system, including RF scanning
- PC computer familiarity with Word and Excel abilities
- Demonstrate clear, effective communication skills via email and in-person
- Ability to multi-task and move efficiently between different responsibilities
- Organized, self-motivated and efficient
- Experience in international shipping practices and dealing with custom brokerage and couriers

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

Hemlock Connect 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 contribute to the further diversification of our community are encouraged to apply.

If you are interested in this opportunity, please forward your resume to hr@hemlockconnect.com and quote **Shipper & Receiver** 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.