

## HK Holbein Inc.

830 Campbell Street, Suite 2  
Cornwall, Ontario  
K6H6L7  
613.932.0051  
1.888.456.4622  
Fax: 613.936.2604  
info@holbeincanada.com



Fine Art Material distribution company in Cornwall, Ontario seeking a Shipping/Receiving/Warehouse labourer to become an integral part of our team! You will help coordinate incoming and outgoing shipment activities.

### **Responsibilities:**

- Assemble, address, stamp, and ship merchandise or material
- Unpack, verify, and record incoming merchandise or material
- Arrange appropriate transportation of products
- Assist customers with shipping inquiries
- Perform other administrative duties as assigned

### **Qualifications:**

- Computer Skills
- Speak English and French
- Previous experience in shipping, logistics, or other related fields
- Ability to handle physical workload
- Ability to multitask and prioritize
- Ability to thrive in fast-paced environment
- Strong organizational skills
- Valid "G" Class Ontario driver licence.

### **Required education:**

- High school or equivalent

### **Pay rate:**

- Pay will depend on experience.

### **Work Schedule:**

- Full Time, weekdays (30-40 hours/week)
- Mon-Thurs: 8am - 4pm
- Fri: 8am to noon