



Premier Printing is currently seeking applicants for the position of Fulfillment Manager.

Duties will include:

- Fill and ship all orders from our Fulfillment Centre
- Receive materials into our inventory systems, track and maintain on-hand inventory
- Reconcile any inventory variances that may arise
- Process orders and material discreetly to respect confidentiality of our clients.
- Manage inventory requirements for our agenda project
- Respond to both internal and external inquiries
- Help with paper stock delivery to equipment
- Other tasks as assigned by Production Managers

The successful applicant will:

- Be physically strong - ability to safely lift & carry 50lb boxes
- Possess a keen eye for detail and be computer savvy (type minimum 35 wpm)
- Communicate effectively and handle stress and pressure well
- Be driven to accomplish whatever is necessary
- Have a flexible schedule to meet deadlines
- Be willing to train for Class 1, 2, 3, 4 Powered Lift Truck Safety Training, WHMIS, Aerial Lift and Fall Assist (e.g. Forklifts, Order Picker and Skyjack)

Having experience in managing shipping or receiving processes is an asset.

General hours of work are from 7:30am – 4:00pm but this may be adjusted slightly in connection with shipping/receiving department needs.

Submit your cover letter and resume to:

Tom Bennett
Premier Printing Ltd.
One Beghin Avenue
Winnipeg, MB R2J 3X5
Email: jobs@premierprinting.ca

Applicants should respond by email to Tom Bennett on or before October 15, 2021.

Only applicants of interest will be contacted for an interview.