



Shipping and Receiving Supervisor

at StickerYou

Toronto, Ontario

About StickerYou

StickerYou is a global e-commerce leader in custom-printed, die-cut products that empower businesses and consumers to create professional-grade materials for marketing, packaging, décor and personal expression. Founded in 2008, StickerYou is an influential e-commerce trendsetter, using proprietary die-cut technology to create customized stickers, decals, iron-ons, badges, patches, labels, magnets and more in orders of one - to hundreds of thousands.

Fueled by a creative and passionate team, StickerYou is dedicated to growing the most engaged and talented people in Toronto, Canada. We currently have any opening for a **Shipping and Receiving Supervisor**.

Reporting directly to the Director, Production Operations the Shipping & Receiving Supervisor will be responsible for the management of 5 staff, processing shipments, receiving all vendor orders, liaising with both local and global shipping partners, and overall providing strong leadership and oversight across entire spectrum of fulfillment activities. This role requires someone with strong attention to detail, dependable multitasking skills who can work quickly under pressure and in a demanding and fast-paced environment.

What you bring:

- a minimum of 3 to 4 years in fast paced shipping & receiving environment
 - Secondary School diploma or equivalent
 - ability to perform physically demanding work including heavy lifting on an as needed basis (lifting up to 40lbs)
 - demonstrated problem solving skills, good attention to detail and basic math skills
 - ability to communicate (oral & written) with vendors and StickerYou employees
 - strong knowledge of Microsoft Office, including Excel and Word
 - High proficiency in PC/Windows operating system and Microsoft Office software (Word, Excel)
 - Familiarity with Canada Post / USPS / UPS / DHL / FedEx / ChitChat (bonus) Warehouse software (bonus)
 - Experience working with US customs/clearance
 - Knowledge of the following considered an asset: waybills and bills of lading
- graphic art/design, shipping automation/software



What you'll be doing

- Receiving, storing, and distributing materials, tools, supplies, and products
- Tracking and documenting incoming/outgoing shipments and preparing items for fulfillment
- Ensuring customer satisfaction by periodically auditing print and cut quality
- Promoting collaboration and open communication across all teams
- Creating shipping and receiving transactions for reporting, accounting and recordkeeping purposes i.e. post transactions to sales orders
- Encouraging safe and productive workplace behaviours through example/leadership
- Understanding the importance of productivity and efficiency in the workplace
- Ensuring all orders are complete, on time, and meet high standards of quality and completion
- Using internal software and tools to prompt discussion, keep up to date and notify the team on relevant matters
- Collaborating with other team members to maintain an efficient and productive workflow to achieve daily productivity goals/KPI's
- Ensuring compliance with established shipping standards (varying sizes and quantity) and trouble shooting and resolving issues

If you're interested in applying for this position, please send your resume to careers@stickeryou.com