



## Shipping and Receiving Team Member

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.

### The Role

The Shipper & Receiver will be responsible for the processing shipments, receiving all vendor orders, liaising with both local and global shipping partners 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.

### Your Key Attributes

**Problem Solving Aficionado:** You've demonstrated problem solving skills, good attention to detail. You have strong knowledge of Microsoft Office, including Excel and Word and have basic mental math skills

**Have High Standards:** You have a strong attention to detail, are organized and self-motivated. You ensure high standards of quality and efficiency, adhering to standard operating procedures, quality test methods, and quality assurance processes.

**Are Safety Focused:** You maintain a safe and clean working conditions with regards to equipment, chemicals, materials used and environment. You are prepared to safely perform manual labour and can lift up to 40 lbs. You also have the ability to stand for the duration of an 8 to 10 hour shift.

**Team Player:** Your team can rely on you to be there for your shifts and help meet deadlines. You are equally independent and thrive in a fast-paced environment. You can work efficiently in

production department with consistent speed and accuracy. You communicate openly, timely and in a clear manner any issue with the Team Leader/Supervisor, co-workers and any one else who needs information regarding the printing and/or finishing function.

**Aptitude for learning:** You are a quick learner who takes every opportunity to find new and better ways to do things. You are eager to continuously expand your knowledge on print production operations.

### **Additional Assets:**

- Familiarity with Canada Post / USPS / UPS / DHL / FedEx / ChitChat (bonus) Warehouse software (bonus)
- Experience working with US customs/clearance
- Knowledge of waybills and bills of lading graphic art/design, shipping automation/software (bonus)

### **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 record keeping purposes i.e. post transactions to sales orders
- 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

### **Reasons to work at StickerYou:**

- A high-growth company
- Strong leadership team
- Company-wide positive energy that's infectious - people enjoy coming to work every day!
- Fast-changing environment with ample learning and growth opportunities
- Growing a global Canadian brand

- Strong corporate vision to make small companies “Better”
- Ability to serve a large variety of small and medium sized businesses in many segments
- Canadian company with local manufacturing thereby supporting our local economy
- Experience with cutting edge e-commerce and customization technology
- Fun work atmosphere including Beer Fridays, Goal Hitting Pizza Days, etc.

If you're interested in applying for this position, please send your resume to [careers@stickeryou.com](mailto:careers@stickeryou.com)