

## **1. COMPANY**

Mercury Paper is a tissue converting company with affiliated plant and warehouses in Virginia. Since 2010, we have steadily grown in the away from home (AFH), retail private label (PL) and retail branded (FIORA) sales channels.

## **2. DEPARTMENT**

The RMD (Raw Materials and Distribution) Department is responsible for the staging and movement of raw materials and finished product, both to maintain the required amount of raw material to the production lines and moving finished product to either be stacked or loaded while ensuring a safe working environment.

## **3. JOB PURPOSE**

This position's primary role is to stage, load, and unload finished product and raw materials, stock and maintain warehouse inventory, receive and ship finished goods in containers and trailers and move freight from plant to warehouse storage area.

## **4. KEY ROLES**

Works closely with Distribution Supervisor, Production Shift Leads and Line Leads, Plant Logistics and Receiving Coordinators

## **5. KEY RESPONSIBILITIES**

- Unload raw materials from truck, railcar, or container.
- Move raw materials to warehouse storage.
- Operate forklift, roll clamp, and box clamp to unload and load product as needed.
- Package finished product for shipping (shrink wrapping, boxing, labeling).
- Stage finished product for loading.
- Move waste from assembly line to dumpsters.
- Responsible for quality control of incoming and/or outgoing product.
- Operate within standard operating procedures.
- Complete daily paperwork for outbound shipments.
- Perform PIT check list.
- Communicate with operators from other shifts.
- Clean and maintain work area.
- Maintain warehouse locations by replacing bar codes and repainting lines as needed.
- Turn off and lock out equipment when not in use.
- Learn and use warehouse management system to ship and receive product.
- Lock and unlock trailers to Distribution Doors prior to loading and unloading trailer.
- Other duties as assigned.

## 6. KEY WORKING RELATIONSHIPS

**Internal:** Distribution Department & Production Department

**External:** Outside Carriers.

## 7. KNOWLEDGE, SKILLS & ABILITIES

### Education & Knowledge

- Graduation from high school and at least two years of experience operating a forklift, preferably in a warehouse; or any equivalent combination of education and experience which would provide the knowledge, skills, and abilities of a warehouse environment is preferred.
- Knowledge of using handheld scanner to ship orders and/or receive orders.
- Knowledge of reading, legible writing, and basic mathematical calculations.
- Knowledge of distribution methods and procedures for shipping and receiving product.

### Skills & Abilities

- Ability to communicate effectively both orally and in writing.
- Ability to maintain effective working relationships with Leads, fellow employees, vendors, and the general public.

## 8. WORK ENVIRONMENT

This position is in a dusty environment, with noise levels up to 90 dB, must use proper PPE.

- Must be flexible and responsive to the needs of the department/ business.
- Must be able to safely lift up to 50 lbs. on a regular basis.
- Must be able to work 8 – 12 hours per shift.
- Must be able to sit, bend, stand and walk during scheduled shift.

Mercury Paper is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, expression.