

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 Production Department is responsible for turning raw materials into finished goods through a series of efficient processes and procedures. The department consists of various levels of machine operators, who run the machines for maximum output and forklift operators, who feed the raw material to the machines and move the finished goods to the warehouse. The team leads supervise the operators on shift.

3. JOB PURPOSE

This position is responsible for the safe operation of the assigned highly automated, state of the art technology paper converting equipment, process and for catching any quality issues. Machine adjustment and troubleshooting as necessary. Operator maintains machine and area housekeeping.

4. KEY ROLES

- This position reports to the Shift Leader and receives work direction from the Line Leader and or Technical Specialist
- Works with maintenance to assist with PMs when required.
- Supports the Line Lead at the winder and operates other machines/equipment, as needed.

5. KEY RESPONSIBILITIES

- Comply with facility safety rules.
- Operate asset equipment safely to support and achieve customer satisfaction.
- Participate in facility and asset safety initiatives.
- Responsible for on-shift quality checks.
- Ensure product quality meets customer requirements.
- Perform operator maintenance reliability tasks to support operation team objectives.
- Identify and correct issues with equipment and process operation.
- Ensure machines are running at Centerline specifications.
- Perform grade change activities.
- Report sub-standard issues to the Line Leader.
- Provide operator coverage of vacancy for other teams.
- Train and operate forklifts to remove product to the line if needed.
- Other duties as assigned.

6. KEY WORKING RELATIONSHIPS

Internal

- Reports to Line Leader

External

- No external working relationships

7. KNOWLEDGE, SKILLS & ABILITIES

Education & Knowledge

- High School Diploma or equivalent, required.
- Technical experience with machine operation in a manufacturing environment.

Skills & Abilities

- Demonstrate proficiency in reading/writing English.
- Good written and verbal communication skills.
- Ability to operate and understand principles of machinery.
- Tissue / paper conversion or industry experience is a plus.
- Basic computer skills.

8. WORK ENVIRONMENT

The position is required to work in a dusty environment, with noise levels up to 90 dB

This position needs to safely lift up to 60 lbs. as needed**, lifting and twisting up to 100 times in an 12 hour period, if needed such as repacking on a converting line.

- Must be able to sit, bend, climb stairs, stand and walk during scheduled shift.
- Must be able to work 12 hour shifts and rotations.
- Must be flexible and responsive to the needs of the department/ business.
- Must wear PPE per company regulations.

****This position may train for Line Support or Line Lead which requires the ability to safety lift up to 70 lb.**

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.