

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 be either stacked or loaded while ensuring a safe working environment.

3. JOB PURPOSE

Set up appointments for inbound and outbound shipments. Process and file all records of receivers and shipments. Manage Inventory in Warehouse Management System. Order and maintain supplies for the Distribution Office. Create and maintain several different spread sheets of all inbound and outbound movement. Ability to effectively communicate shipping instructions as needed to all Carriers, Customers, Warehouse Staff, and Sales Team.

4. KEY ROLES

- Works directly with warehouse supervisor running inventory reports and performing cycle counts.
- Communicate daily with security and provide list of incoming carriers for following day.
- Work with Virginia Inland Port to verify incoming containers and arrange pick up of same.

5. KEY RESPONSIBILITIES

- Records and maintains all shipping and receiving records in WMS and files hard copies.
- List all out bound shipments and inbound containers daily on the white board in the shipping and receiving office.
- Completes receiver for all product received and records damages separately.
- Charges back damages to each mill and processes claim forms.'
- Compares inventory in WMS to SAP and communicates difference to warehouse supervisor.
- Makes labels for all outbound shipments.
- Maintain and update door board as trailers move in and out of the doors.
- Sets up daily schedule for outbound and communicates departure times to 1st shift lead.

- Prioritizes loads to be pulled and assigns them to corresponding doors.
- Assign doors to carriers for shipping and receiving.
- Schedules customer pickups and coordinates staging of product to be shipped.
- Creates several types of spread sheets listing all information pertaining to incoming containers.
- Other duties as assigned.

6. KEY WORKING RELATIONSHIPS

Internal:

Distribution Department, Customer Service, Traffic Department, Customers, Carriers, Venders & Production Department.

External:

Outside Carriers.

7. KNOWLEDGE, SKILLS & ABILITIES (JOB SPECS)

Education & Knowledge

- High School diploma.
- At least two years of experience as a receiving and shipping coordinator, preferably in a warehouse; or any equivalent combination of education and experience which would provide the knowledge, skills, and abilities of a warehouse environment.
- Knowledge of using handheld scanner to ship orders.
- Knowledge of reading, legible writing, and basic mathematical calculations.
- Knowledge of distribution methods and procedures for shipping and receiving product.
- Strong knowledge of WMS, SAP, Excel, Power Point, Outlook, Handheld scanner, and related systems/software.

Skills & Abilities

- Scan and e-mail shipping and receiving documents.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain effective working relationships with superiors, fellow employees, vendors, and the general public.
- Must be flexible and responsive to the needs of the department/ business.
- Must be able to safely lift up to 40 pounds 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.

