

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 Shipping & Receiving Department is responsible for receiving finished products from production/outside vendors and shipping out to end user/customer while maintaining the orderly stacking and storage of product in a safe manner. The Receiving Department (RMD) is responsible for the unloading the loading of raw materials. This department is responsible for receiving accuracy, as well as inventory maintenance. This department is also responsible for yard inventory accuracy, as well as shuttle efficiencies.

3. JOB PURPOSE

- Ascertain industry/logistics best practices to identify new and/or unique programs to differentiate customer from the marketplace and drive customer satisfaction.
- Analyze technology and distribution network trends and implement changes in department as appropriate.
- Coordinate and control the order cycle, associated storage and movement of goods between the Plant and various off site warehouses.
- Analyze data to monitor performance and plan improvements in delivery performance.
- Manages the team of Logistics personnel charged with the task of order preparation and fulfillment. This team is responsible for all inbound and outbound Logistics and order preparation.
- Good time management skills and the ability to prioritize projects, and process multiple tasks as required.
- Consult with assigned clients to understand their distribution networks and determine the logistics resources required to support current and future customers.
- Select and hire employees. Train and evaluate supervisors and admin staff to enhance their performance, development, and work product.
- Manages recycling collection, documentation, preparation and shipping
- Drive the design, development, implementation and management of logistic solutions.

4. KEY ROLES

- Manage the daily business relationship between Customer and third party logistics providers.
- Works with Distribution Department, Plant Operations, Maintenance, Accounting, HR, Production Managers & Supervisors, and Administrative Staff.

5. KEY RESPONSIBILITIES

- Oversea daily operational staff in VA to include, Warehouse Supervisor, Shipping and Receiving Coordinator-
- Project manager for 3rd party warehouse selection and contract negotiating.
- Responsible for logistics operations and support across all distribution channels on the East Coast.
- Review and approve monthly invoices for all Distribution expenses.
- Address performance issues and make recommendations for personnel actions. Motivate and reward employees including providing salary increases, bonuses and promotions within allocated budgets and company guidelines.
- Manages recycling operation
- Other duties as assigned.

6. KEY WORKING RELATIONSHIPS

Internal:

Distribution Department, Plant Operations, Maintenance, Accounting, HR, Managers, and Administrative Staff.

External:

Recycling vendor, outside vendors/contractors to include all major trucking companies and 3rd party warehouses Mercury paper assets.

7. KNOWLEDGE, SKILLS & ABILITIES

Education & Knowledge

- B. S. Degree or equivalent work experience in Warehousing and Distribution.
- Knowledge in the use of Microsoft programs (Excel, Word, Outlook, and PowerPoint).
- Experience in conflict management and resolution.
- Extensive logistics management experience in Big Box Distribution.
- Experience in training and teaching new procedures as projects arise.
- Experience working with National and Local Carriers to include negotiating contracts and managing pickups and deliveries.
- Knowledge of reading, legible writing, and basic mathematical calculations.
- Knowledge of inventory control methods and procedures.
- Strong knowledge of Warehouse Management Systems, SAP, Outlook, and related systems/software.

Skills & Abilities

- Ability to communicate effectively both orally and in writing.
- Ability to develop and implement inventory control policies and procedures.
- Implement and create best practice methods throughout the Distribution Center for receiving and shipping product.
- Ability to work independently and make independent judgments and take ownership of all shipping and receiving processes.
- Ability to maintain effective working relationships with superiors, fellow employees, vendors, and the general public.
- Good time management skills and the ability to prioritize projects, and process multiple tasks as required.
- Ability to Hire, Train, Lead, Build, Motivate, and Manage Staff.
- Possess strong analytical troubleshooting and problem resolution/solving skills,

- Ability to work under pressure and maintain professional attitude in stressful situations.

8. WORK ENVIRONMENT

This position is in a warehouse environment and routinely uses standard office equipment such as laptop computers, email, phones, photocopiers, filing cabinets and fax machines. There is sitting and repetitive hand, finger and wrist use.

- Must be flexible and responsive to the needs of the department/ business.
- Must be able to safely lift to 50 pounds on a regular basis.
- Must be able to work 8 – 10 hours per shift. 24/7 facility
- Must be able to sit, bend, stand and walk during scheduled shift.
- Be on call at times in the event of emergency. This includes having the ability to be physically available at the Distribution Center within 30 minutes of an emergency.

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, or expression.