



WESTERN PULP PRODUCTS COMPANY

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Warehouse and Forklift Operator

Corvallis, OR

Position Overview

Safely, efficiently, and accurately perform the unloading, loading, and transport of inventory items (raw material, work-in-process, and finished goods) to and from trucks or railcars and within Western's facilities. This would include but is not limited to, the shipment, receipt, and storage of all finished goods, as well as most all inbound raw materials. Maintain an organized warehouse layout, ensuring the safe operation of vehicles and warehouse facilities. Ensure that the finished goods being loaded for shipment match the Packing List. Accurately document all items loaded, unloaded, and transported. Work directly with the Customer Service staff to resolve any shipping questions.

Essential Duties

- Regular and timely attendance as scheduling requires. Overtime, call-in, and weekend work may be required to provide support to any of the three shifts as scheduling requires.
- Observe and comply with all company and/or regulatory agency safety and environmental rules at all times including wearing all Personal Protective Equipment (PPE) required by Company policy or Material Safety Data Sheets.
- Follow proper safety procedures, including Western's Forklift Safety, Loading Dock Safety, and Hazardous Material Receiving procedures.
- Always use proper ergonomics and safe lifting practices.
- Continuously confirm that the products being loaded match the Packing List and are being loaded onto the correct truck. Immediately clarify with Customer Service staff any questions regarding products being loaded.
- When loading, inspect finished goods for proper quality, and verify pallet tags for accuracy.
- Perform duties necessary to prepare products for requested shipping configurations, such as re-palletizing, stretch-wrapping, banding, etc.
- Load finished goods in such a way as to reduce damage during shipment.
- Work cooperatively with other Plant and Office personnel in a team environment.
- Safely and efficiently perform the unloading, loading, and transport of inventory items (raw material, work-in-process, and finished goods) to and from trucks and within Western's facilities.
- Safely and efficiently operate forklifts and other material-handling equipment. Diagnose material handling equipment operational safety or efficiency issues and actively involve the appropriate Western personnel to quickly assist in the resolution of these issues. Write maintenance work orders, if needed; follow up to ensure their completion.
- Maintain appropriate work area organization, housekeeping, and sanitation; clean all equipment and facility as required; perform assigned shift overlap duties.
- Manage the layout and storage of items in all warehouses; guide other employees on proper item storage locations.
- Accurately complete shipping & receiving accounting and reporting requirements such as raw material receipt documents and packing lists.
- Assist the Production Department by assisting the Production Forklift Operator or Packers, as needed or required.
- Immediately report to a Lead Person, Supervisor, Manager, or HR all matters requiring their attention.
- Must be able to work with our serialized tracking system (IQMS) and perform advanced operations within IQMS.
- Ensure all items have been correctly scanned to the correct pick dates.
- Verify ship quantities and scanned quantities match.

Other Duties

- Know and perform all duties assigned to Warehouse & Forklift Operators in Western's Emergency Preparedness Policy.
- Report all safety near-miss, incident, and accident occurrences, as well as observed unsafe acts, to your supervisor, including any damage to equipment or facilities.
- Cross-train in other functions or tasks as requested or required.
- Safely operate Yard Tractor and be able to back all size trailers to the loading docks.
- Landscaping and outdoor maintenance tasks.
- Fill in potholes on Lowe Street and parking areas.
- Accurately perform inventory counts, reporting low inventories to the appropriate personnel.
- Perform end-of-day and end-of-week facility lockdown procedures.
- Other duties as assigned.

Physical Demands

- Body Agility: required to see, hear, use hands, carry, stretch, reach, push, pull, balance, kneel, climb, crouch, crawl, sit, stand, and walk. A high degree of manual dexterity is essential.
- Required to walk and/or stand continuously for extended periods while loading trucks.
- Required to typically work 8-hour work shifts; may be required to work 12-hour shifts or 12 hours in 24 hours.
- Required to work in a hot and cramped environment (work environment temperature may exceed 100 degrees Fahrenheit).
- Required to frequently lift up to 60 pounds to shoulder height and overhead.

Requirements

- Must be a certified Forklift Operator and qualified to operate a forklift. Must hold a current Oregon Driver's License.
- Consistently reliable transportation and willingness to work flexible hours.
- Ability to work in a physically demanding job environment.
- Willingness to accept job assignments that entail repetitive duties.
- Ability to work independently with minimal supervision.
- Previous shipping or warehouse experience; experience in a non-air-conditioned facility/warehouse a plus.
- Strong attention to detail, ability, and desire to work well with others in a team environment.
- Basic mathematical aptitude and skills.
- Must be able to read and comprehend manuals, instructions, rules, and documents written in English; must be able to understand verbal instructions or directions in English.
- Effective verbal communication skills to communicate with supervisors, managers, freight, and/or customer personnel and co-workers.
- Possess a sense of urgency directed toward quickly learning all necessary skills.
- Must have basic computer skills.
- Preferred experience with serialized tracking systems, such as IQMS.
- If new hire, successful completion of pre-employment drug test.