



JOB DESCRIPTION

Job Title: Receiving/Paper Handler

Facility: Brooklyn Park

Department: Distribution

Reports to: Distribution Manager

SUMMARY

Receives paper and other deliveries as required, retrieves requisitioned paper from inventory and stages all paper in designated staging locations. Maintains detailed receiving records. Provides backup support for receiving of non-paper materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Reports to the Distribution Supervisor and Distribution Services Manager.
- Closely interacts with and is accountable to the Press Manager by insuring paper is staged to meet press schedules.
- Closely interacts with and is accountable to Purchasing Department.
 - Receives paper, validates item number, color, count and size as indicated on corresponding ENPOINTE Purchase Order.
 - Perform required inventory data receiving in WMS to record quantity and bin location of paper.
 - Enters receipts into WMS in a real-time manner.
- Stage paper in designated staging locations.
 - Affix appropriate load tags to all loads of paper.
 - Transfers loads of paper from one staging area to another as required by performing transfer procedures in WMS.
- Remove unused paper from Press production area at the conclusion of print jobs.
 - Return paper to inventory or otherwise dispose of material as directed by Purchasing and/or the Press Manager.
 - Material being returned to inventory must be preserved by kraft-wrapping or palletizing with stretch-wrap in order to keep paper from getting soiled or otherwise damaged.
 - All paper in inventory must be labeled in a manner to identify item number, description and quantity in inventory.
 - Assist with monthly cycle counts of paper inventory.
- Must be knowledgeable about the current Production Schedule and ensure paper is staged at presses or other approved staging locations so as to not delay press schedules.
- Must be knowledgeable about all paper stock that is in inventory, in receiving or on the production floor.
- Work closely with the Press Manager to restack finished print jobs, and help make ready for shipping by stacking, banding and stretch wrapping as required.
- Receives all non-paper material, enters receiving into warehouse management system and distributes material as necessary.
- Maintains orderliness of all other material in the pallet racking, receiving dock and staging areas.

- Must effectively communicate with Receiving Coordinator via voice messages and emails.
- Keep work area clean at all times.
- Obey company rules and safety regulations.
- Understand your role in the companies Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.
- Good computer keyboarding skills.
- Experience with material handling equipment (forklift, electric pallet jacks, etc.).
- Experience with Microsoft Office software.
- Previous warehouse experience.

PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer.
- Frequent lifting 20lbs, walking, standing, and operating mechanical equipment.
- Occasional lifting 50+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs & Ladders.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)