



## **Purchasing & Storeroom Buyer**

Willamette Falls Paper Company is a locally owned paper mill in West Linn, OR. We have a collaborative culture where each employee is a critical part of a team that steps up to accomplish great things. Our focus is utilizing sustainable non-wood fiber to produce eco-friendly paper.

As a Purchasing & Storeroom Buyer, you will be responsible for purchasing, inventory accuracy and verifying the accuracy of all incoming purchased products. You are a high-energy, self-starter who enjoys driving change and helping improve our processes. You are someone who understands that teamwork and attention to detail are paramount in the areas below.

**Purchasing** – You will be ordering inventory to make sure we maintain the correct inventory level in our parts storeroom to support our business on a daily basis. Being out-of-stock can cost downtime in our factory and we need high attention to detail to avoid critical part outages.

**Inventory** – You'll be ensuring physical inventory is stored, maintained, accounted for, and accurate.

**Process Improvement** – You will make recommendations for changes and improvements to existing standards, policies, and procedures.

**Teamwork** – Teamwork is key as you will work with maintenance, accounting, purchasing, and other plant personnel on the procurement of parts for operations and maintenance.

We offer a competitive benefits package that includes Medical, Dental, Vision, Life Insurance, Company paid Short and Long-Term Disability, 401K match, generous PTO and more.

Benefits begin the 1st of the following month in which you are hired and PTO starts accruing your first day of work.

Requirements:

### **Preferred Qualifications**

- Proficiency with Microsoft Great Plains, preference given to direct experience with the cloud version
- Experience with inventory management and inventory receiving
- Sound background and experience with Microsoft Office, Excel, and Access
- A high degree of accuracy and attention to detail

### **Additional Qualifications**

- Mfg./paper industry experience a plus
- Must be proficient in all Microsoft Office programs
- Ability to multi-task and prioritize in a fast-paced environment
- Solid judgment skills and ability to work independently
- Organized and excellent follow-through a must; detail-oriented and deadline driven
- Proactive, self-motivated, takes initiative and ability to work with little supervision
- Team player with a positive attitude; flexible to adapt to changing needs/priorities
- Experience in inventory and receiving



**To Apply:**

Please forward a resume and cover letter to: [HumanResources@wfpaperco.com](mailto:HumanResources@wfpaperco.com)

**Learn more about Willamette Falls Paper Company:**

<https://www.wfpaperco.com/careers.html>

<https://www.youtube.com/watch?v=QjLexgnl0xo>