



Storeroom Assistant, Willamette Falls Paper Company

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 on utilizing sustainable non-wood fiber to produce eco-friendly paper.

As a Storeroom Assistant, you would be responsible for 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 attention to detail is paramount in the areas below.

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 work with accounting, purchasing, and other plant personnel on the procurement of parts for operations and maintenance.

Preferred Qualifications:

- Proficiency with Microsoft Dynamics, 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
- 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 duties

Post offer pre-employment drug screen required.

Additional Details:

Hourly rate range: \$17.00 - \$21.00, dependent on experience

We offer a competitive benefit package that includes Medical, Dental, Vision, Life Ins., 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.

Learn more about Willamette Falls Paper Company:

<https://wfpaperco.com>