



Surfacing Change

WAREHOUSE ASSOCIATE

MCCOOK, IL – CORPORATE HEADQUARTERS

GPA is the market leader in substrate solutions for offset, digital and wide format printing, with a comprehensive offering of pressure sensitive papers, films, laser labels, eco-friendly substrates, digital and specialty papers, and more.

Our foundation is built on consistently delivering a wide variety of superior products at a great value. It is our continued focus on developing innovative solutions to our customers and their business, combined with the commitment to provide the best products in the marketplace that has positioned us as the industry leader.

Primary Function:

- Perform shipping, receiving, and other warehouse related functions including timely and accurate processing of inbound inventory, put away, stock rotation, cycle counting, and outbound orders through use of processes currently in place.
- Interact with GPA management, customer service, sales and other warehouse personnel and management in an efficient, accurate and professional manner while performing warehouse responsibilities.
- Exhibit positive leadership in a manner consistent with the GPA Mission, Core Values and Annual Corporate Objectives.

Essential Job Functions:

- Process and ship any and all orders from an accurate and timely manner through the WYSIS scan gun and starship systems.
- Make sure all orders are double checked and shipped accurately, communicate to other departments to ensure accurate delivery, ensure all shipping paperwork is filled out and double checked to minimize error, and proactively notify operations management if any other(s) cannot be fulfilled at the end of each business day.
- Safely operate forklift, packaging, wrapping, labeling, and banding equipment used in the production, transportation, and processing of orders or materials.
- Process order revisions and cancellations per the established procedure.
- Properly package, band, and wrap both small package and LTL shipments in order to protect them in transit per set procedures.
- Ensure the local LTL, will-call, and messenger logs are properly filled out and forwarded as necessary. Ensure that the paperwork is processed correctly when these orders are picked up and shipped out.
- On at least an hourly basis, check the printer for orders, information, etc. This includes checking machine for necessary refills of paper, toner, etc.
- Identify machinery in need of inspection, servicing, and maintenance. Follow proper procedures for addressing these issues. This includes contacting management to handle service calls to suppliers and placing machinery out of use, as necessary, for safety purposes.
- Process and monitor inbound shipments and workloads, process and maintain all necessary paperwork, communicate all returns, monitor pick and pack locations and notify operations management if changes are needed.



- Legibly label and stow inbound shipments – carefully inspecting the shipments for damaged or missing items before signing for them.
- Inspect material on shelves on a daily basis. This will result in stock rotation, reorganization, or repacking to obtain maximum efficiency in processing of orders and tracking of inventory. Proactively notify the Inventory Control department of situations including low, suspected or damaged inventory.
- Participate in the cycle counting process by counting warehouse sections and reconciling counts against system inventory quantities. Work with Operations Management to identify discrepancies and correct variances.
- Maintain an orderly warehouse environment by cleaning, picking up debris, administering trash removal, and sweeping the warehouse floor as required.
- Safely and effectively utilize various equipment including forklifts, banding machines, shrink wrapping machines, etc.
- Alert GPA Management of any unsafe conditions or activities in or around the facility.
- Provide backup to other warehouse functions as assigned. Maintain an overall knowledge of all warehouse activities and functions to facilitate stepping in to help as required.
- Serve as backup for material placement into warehouse racking by location, and replenishing locations with material as necessary – Includes the “fixed pallet” location stock.
- Anticipate and communicate with freight carriers in handling of issues as they arise.
- Maintain an awareness of material on order and due to arrive in the warehouse.
- Monitor the building entry doors to identify vendors or truck drivers entering though the warehouse. Be on the look-out for security issues including unauthorized personnel within the facility.
- Do individual part in keeping FedEx and UPS shipping system and information up to date and operational.
- Be on time for work and be flexible as needed to accomplish daily responsibilities.

Position Requirements:

- High school diploma or GED desired, some college or continuing education strongly preferred.
- 2-4 years previous warehouse, logistics experience required.
- Highly effective organizational skills and the ability to be detail and process oriented.
- Strong computer skills including, experience in Starship or other related shipping software, and ERP software desired.
- Experience with WYSIS or scan guns strongly desired.
- Works independently, with little direction.
- Strong Customer Service attitude both to internal and external customers.
- Excellent judgment (problem solving) and the ability to build trust and collaborative relationships with colleagues and customers.
- Works well under pressure and can operate successfully and a very fast paced working environment.
- Previous forklift experience required, stand up experience preferred.
- Ability to lift and handle cartons weighing in excess of 50 pounds consistently throughout the day
- Willingness and ability to work overtime as needed
- Ability to fill in for people that are absent
- Dependable - Arriving on time, with good overall attendance, and reliable transportation
- Cooperative - Pleasant towards others on the job and a cooperative attitude

We do not offer relocation



EEO Employer

All post-offer candidates will be subject to the successful completion and passing of a pre-employment background check and drug screen before they can begin employment.

We use E-Verify