



**weekes**  
**FOREST PRODUCTS, INC.**

## Operations (Warehouse/Yard) Associate

Recruiting for Green Bay, WI. Division

**Benefits Offered:** 401K, ESOP, Life, Dental, Medical, Vision

### **Employment type:**

The primary responsibility of this position is to perform all duties associated with shipping, receiving and stocking warehouse and yard materials. This position is part of the Operations team and reports to the Operations Manager. As part of a team, offering to help others when the workload demands, treating teammates with respect, performing work in a safe manner and being concerned about the safety of others are required.

Responsibilities include but are not limited to the following:

### **Warehouse and Yard Operations**

- Unload Railroad cars and common carrier trucks and place materials in the proper section of the warehouse or yard.
- Take tallies of material received by rail car or truck and review against shipping manifest/purchase order for accuracy. Pass accurate tallies and receiving documents on to the Operations Manager or Administrative personal for stock receiving. Report any damage or variances to Operations Manager and Buyer.
- Fabricate Engineered Wood job pack orders per work order specifications. Operating cutting equipment will be required in completing this task.
- Pick orders and report any problems such as shortages or damaged material, etc. Inquire with sales when orders cannot be shipped as ordered and make changes as directed by sales.
- Fill orders for will-call customers.
- Make additions or changes to original picking instructions from sales.
- Make notations on work orders and/or shipping tickets of any order problems.

- Band, wrap or package material for shipping.
- Position orders on truck according to stop while following safe loading/unloading best practices.
- Operating a forklift will be required in completing many of the tasks above

### **Miscellaneous**

- Perform routine maintenance work such as cleaning the warehouse and yard, weed control, snow removal, equipment PMs, etc.
- Inspect forklift prior to daily operation to avoid equipment problems and malfunctions in accordance with OSHA regulations.
- Complete daily OSHA recordkeeping requirements (e.g. daily forklift inspection)
- Back-up others in the warehouse, yard and reman shop.
- Perform other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Proven track record of work safely as a member of a team.
- Ability to analyze and problem solve
- 1-2 years warehouse or yard experience required with some experience in a distributorship preferred.
- Basic computer skills required
- Neat and clean appearance
- Valid OSHA card for operating forklifts.

### **About Weekes:**

Weekes Forest Products was founded in 1978 and has grown to be the leading distributor of specialty building materials, Engineered Wood Components and Industrial materials. Each of these product groups are supported by our team of experienced specialists, who are considered the best in the industry.

Our sales, support staff and material handlers are the ultimate, value-added feature we offer Weekes customers. Their professionalism, experience and absolute commitment to getting the job done right the first time make them our most valuable

resource. If you are up for the challenge and interested in joining a family-oriented organization with an entrepreneurial culture and strong track record of success, contact us today!

**Please send letter of interest (cover letter) and resume to:  
[marketing@weekesforest.com](mailto:marketing@weekesforest.com)**

We invite you to explore and learn more about Weekes Forest Products and the services we provide at [www.weekesforest.com](http://www.weekesforest.com).