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## Sheeter Operator

Oliver Inc. is seeking a sheeter operator for its Virginia facility. The Sheeter Operator converts rolls of paper into sheets and supplies the presses with paper.

### Responsibilities:

- ✓ Monitor schedule and prioritize sheeting requisitions accordingly.
- ✓ Check paper stock from inventory for any defects or damage.
- ✓ Determine if paper size request is feasible; notify production team when a problem occurs.
- ✓ Enter length dimensions and caliber of paper into the computer; feed roll into sheeter; move slitters and anvils to proper width; adjust belts and joggers.
- ✓ Manage sheeter; stock spare parts; install/adjust new blades and slitters.
- ✓ Check for squareness at the beginning of the run.
- ✓ Combine sheeting requests to minimize time and provide for greater efficiency of sheeter.
- ✓ Utilize sheeted inventory whenever possible.
- ✓ Check roll inventory; notify the purchasing team when stock is running low.
- ✓ Maintain inventory on the computer by entering stock and press "run information"; print and post labels on skids.
- ✓ Manage daily log of job information.
- ✓ Any other tasks in the department as assigned.

*NOTE: This position may not include all duties given nor does the list include all that may be assigned.*

### Qualifications:

- ✓ A general knowledge of sheeting and paper and the skill necessary to understand and perform related work routines of some difficulty.
- ✓ Three or more years of job-related experience.
- ✓ Familiarity with computers.
- ✓ Ability to spend 75% of the day walking or standing.
- ✓ Can lift up to 50 lbs.

### Equipment Used in This Position:

Forklift and clamp truck.  
Banding and strapping equipment, stretch wrapping equipment, and optical scanner.



**OLIVER INC.**

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