

**Title:** Procurement Forester  
**Location:** Huntington, WV (Surrounding Area)  
**Reports To:** District Manager  
**Department:** Wood Procurement  
**Schedule/Type:** Full Time/Salaried (Exempt)  
**Level/Salary:** Experience Contingent

**Relocation Assistance:** Yes



### **General Position Description**

The incumbent will predominantly be responsible for procuring pulpwood from the tri-state area of West Virginia, Ohio, and Kentucky for the Chillicothe, Ohio paper mill via open-market purchases and stumpage acquisition.

### **Role and Responsibilities**

- Maintain productive working relationships with local logging and trucking contractor bases while searching for improvement opportunities in efficiency or expansion.
- Develop and maintain working relationships with area sawmills to ensure viable markets for controlled sawtimber and facilitating procurement of residual chips.
- Provide technical assistance to core suppliers and producers, promoting consistent and sustainable performance levels.
- Cruise and value timber, create harvest plans, and administer timber sales.
- Contact landowners and generate prospective timber leads.
- Completion of supplier visitation reports and monitoring adherence to Sustainable Forestry Initiative standards and Best Management Practices.
- Promotion of the Company's environmental compliance and forest certification programs (SFI, FSC).
- Assess, manage and report on wood quality issues at wood receiving yards, from chip suppliers and active timber sales.
- Active participation in the Company safety program.
- Serve as the liaison with governmental agencies and trade associations, promoting a positive public image through active engagement.
- Participate and support as needed other wood procurement staff members throughout Pixelle's wood basket with cruising, contractor management, or sale administration items.

### **Requirements**

- Forestry degree preferred, closely related degrees will be considered.
- Able to thrive in a dynamic fast-paced environment with high accountability.
- Strong communication, negotiating, and interpersonal skills.
- Must be a self-starter and able to prioritize daily, weekly, monthly objectives.
- Ability to work independently without supervision and in small team environments.
- Must be proficient with Microsoft Office suite programs.
- ArcView and/or GIS experience considered a plus.
- Ability to safely walk through forested areas and active timber harvest sites.
- Must possess a valid motor vehicle operator license with a clean driving record.
- Will need to reside in the assigned area of responsibility.
- Ability to travel throughout West Virginia, Ohio, and Kentucky.