

# JOB POSTING



<b>Position Title:</b>	<b>Warehouse Helper – Temporary</b>
<b>Date Posted:</b>	May 27, 2019
<b>Location:</b>	Mount Milligan
<b>Reports To:</b>	Supervisor, Warehouse
<b>Schedule:</b>	7 days on, 7 days off

## POSITION OVERVIEW:

This position will be responsible for a variety of warehousing duties in an industrial environment.

## RESPONSIBILITIES:

- Assists with directing or delivering materials to designated areas on-site.
- Experience with forklift & loader is an asset.
- Ensure the accurate physical receipt and issue of materials.
- Perform inventory cycle and month end counts.
- Properly label materials before received/stocked into respective storage locations.
- Ensure inventory transactions are recorded into the inventory management system.
- Document and maintain shipping and receiving records for products and materials.
- Picks and stages material for maintenance jobs.
- Shipping of materials including all Transportation of Dangerous Goods requirements.
- Oversee and participate in safe material loading and unloading procedures.
- Operate material handling equipment.
- Ensure safe and proper hoisting and lifting procedures are practiced.
- Follow proper receiving procedures when dealing with lost, damaged or miss shipped materials.
- Assist with developing warehouse, assembly of shelving/racking and other related duties.
- Ensure TCM assets are securely stored and accounted for.
- Providing timely customer service and assistance with orders, inquiries and concerns.

## QUALIFICATIONS:

- Excellent verbal and written communication skills.
- Possess the ability to build relationships and interface effectively with others at all levels of the organization.
- Must be assertive and have the ability to raise difficult issues.
- An independent, self- motivated individual with the reputation of having consistent, sustained initiative within a lean organizational environment is required.
- Must have a valid driver's license.
- Previous experience in a mine and knowledge of mine and process equipment.
- Computer literate and proficiency, including use of scan code or inventory bar coding systems.
- Good understanding of the Transportation of Dangerous Goods requirements.
- Must demonstrate excellent oral and written communication skills.
- Strong analytical and problem solving skills.
- A good work ethic and a strong attitude towards safety are essential.
- Self-starter and high performance attitude.

## APPLICATION PROCESS:

<b>Send Resume &amp; Cover Letter To:</b>	Human Resources
<b>Email:</b>	<a href="mailto:MTMHR@centerragold.com">MTMHR@centerragold.com</a>
<b>Deadline for Applications:</b>	June 10, 2019