



**Objective:**

We are looking for a dedicated and reliable individual to join our team as a Warehouse Attendant. The Warehouse Attendant position is a vital part of our organization and a crucial part of our day-to-day business.

**Job Description:**

**Position:** Warehouse Attendant

**Location:** Point Rouse Operation- Baie Verte, NL

**Reporting to:** Warehouse Manager

**Closing Date:** April 13, 2021

**Duration:** Permanent; Hourly

The Warehouse Attendant position at Anaconda Mining Inc. reports directly to the Warehouse Manager. The individual should possess the ability to work independently and act proactively as well as being detail oriented and organized. The individual must possess the ability to examine their own detailed work for accuracy and reasonableness and be comfortable in using the inventory software.

**Duties and Responsibilities include, but are not limited to, the following:**

- Plan for physical storage of parts and supplies inventory.
- Assign Categories to unique product groups.
- Assign Part ID's according to similar items within a specific product group.
- Offload inventory from delivery trucks (use of forklift required).
- Maintain organization and cleanliness of the warehouse area.
- Open packages checking for condition and contents, sign packing slip noting damages, or deficiencies for purchaser to follow up.
- Physically place inventory in assigned location/ assign location for new items.
- Update software locations, part ID's, descriptions, etc. when changes are made to ensure software reflects actuals.
- Conduct periodic inventory counts/checks to ensure inventory in software reflects accurately true inventory quantities (Not less than Quarterly).
- Accumulate packing slips and turn over to receptionist daily to have items received in the software to update inventory on hand.
- Do morning counts on items with movement to ensure counts are true.
- Turn over inventory withdrawal slips filled out by operations and maintenance to purchaser daily to have items removed from inventory.
- Conduct accurate weekly reagent and grinding media counts distribute to purchasing and Mine Controller (one to be conducted on the last business day of each month for month end, quarterly, and annual close).
- Maintain and enforce inventory controls and security.
- Assist in strategic planning associated with warehousing both short term and long term.
- Escort trucks in and out of site road when needed.
- Assist in maintaining an enjoyable fast paced and professional work environment and demonstrate company core values.
- Pick up gases/other items in town (When necessary, plan to avoid/minimize, TDG an Asset).

**Job Skills and Requirements:**

- Valid Driver's License
- Forklift Operation Certification will be considered an advantage
- Previous warehouse experience would be an asset
- Computer skills required

**About Anaconda Mining Inc.**

Anaconda is a TSX and OTCQX-listed gold mining, development, and exploration company, focused in Atlantic Canada. The company operates mining and milling operations in the prolific Baie Verte Mining District of Newfoundland which includes the fully-permitted Pine Cove Mill, tailings facility and deep-water port, as well as ~11,000 hectares of highly prospective mineral lands including those adjacent to the past producing, high-grade Nugget Pond Mine at its Tilt Cove Gold Project. Anaconda is also developing the Goldboro Gold Project in Nova Scotia, a high-grade resource and the subject of an on-going feasibility study.

### **Safety, Integrity, Reliability**

Anaconda Mining Inc. is an equal opportunity employer.

*At Anaconda, we have a clear vision: to be the place where a **diverse mix of talented people want to come, to stay, and do their best work**. Diversity is more than a commitment at Anaconda—it is the foundation of what we do. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other fascinating characteristics that make us different.*

To find out more about Anaconda Mining and the Point Rousse Project  
Visit: [www.anacondamining.com](http://www.anacondamining.com)

For employment consideration email resumes and cover letters to:  
Email: [careers@anacondamining.com](mailto:careers@anacondamining.com)

Only those selected for an interview will be contacted.