



**Objective:**

Provide employment opportunities for individuals interested in developing a career in the Mineral Industry. The company is currently accepting resumes for the following position.

**Job Description:**

**Position:** Warehouse Supervisor

**Location:** Point Rousse Project

**Reporting to:** Mill Manager

**Closing Date:** November 16, 2020

**Duration:** Full Time

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

- Ensuring that all warehouse activities comply with Company Health and Safety requirements
- Preserve a safe and clean work environment by following policies and procedures
- Oversee shipping and receiving with unloading trucks and checking in merchandise
- Maintain and manage inventory levels and controls
- Ensure the management system (SAGE) is utilized effectively to maintain cost control and minimize disruption to operations such as accurate data for inventory levels and controls
- Assign daily job tasks to warehouse employees, as well as contractor personnel, when required.
- Supervise and coordinate the day-to-day duties of the warehouse.
- Work closely with the maintenance planner for needed repair components.
- Conduct safety meetings and inspections.
- Develop an annual safety plan and measure its efficiency; lead by example; build and champion a progressive safety culture; implement systems where employees, equipment and processes are protected against hazards; be the role model for safety, health and environment action;
- Provide an efficient material handling and distribution center that focuses on Safety and Productivity Monitor service levels and handle Key Performance Indicators established for the Supply Chain Area overall.
- Ensure care of physical assets including warehouse building, and all equipment.
- Manage the warehouse budget. Submit requests for needed capital assets acquisition, that is prepared with business case analysis to support such requests.
- Provide hands on leadership and mentoring to the employees of the warehouse.
- Coordinate required employee training.
- Conduct an annual physical count of warehousing inventory.
- Monitor/analyze monthly goals and work with Management to plan and implement strategies to accomplish goals.
- Identify errors and eliminate root cause using robust counter measures
- Control of forklift and truck driver to ensure full operational capacity
- Oversee any planned maintenance of vehicles, machinery, and equipment
- Ensure security of Warehouse environment and maintain access control
- Other duties as required

**Qualifications**

- Demonstrate positive safety behaviour and safety leadership
- Post-secondary education in Business Administration or related field of study.
- Supply Chain Management Professional Designation (S.C.M.P, C.P.M, C.P.P.) is considered an asset. Supply Chain Logistic Professional Designation (CITT) is considered an asset.
- A minimum of 5 years' logistics experience coupled with 3 years' experience in a supervisory role.
- Working Knowledge and use of SAP or SAGE.
- Ability to effectively lead and motivate a team.

- Commitment to Health, Safety and Environment.
- Knowledge with warehousing and goods procurement.
- Excellent interpersonal and communication skills (both verbal and written).
- Creative problem solver and able to respond to various situations with appropriate urgency.
- Knowledge of supply chain and inventory methodologies and general knowledge of mining, milling, smelting and refining processes.

### **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.