



NOTICE OF VACANCY

Date of Issue: October 30, 2019
Deadline: November 10, 2019 @ 1:00 p.m.

DEPARTMENT:	Projects
JOB VACANCY:	Project Shipper/ Receiver
LOCATION:	Macassa, Shaft #4
SHIFT SCHEDULE:	5/2
RATE OF PAY:	Salary, Commensurate with experience and qualifications

We have a vacancy in the **Shaft #4 Project Department** for the position of a **Project Shipper/Receiver**.

Duties and Responsibilities of a **Project Shipper/Receiver** include:

- Shipping and Receiving – Responsible for the movements and storage of goods in the warehouse
- Inspect and verify incoming goods against invoices or other documents, record shortages/overages and reject damaged goods
- Unpack, code and code and route goods to appropriate storage areas
- Process receiving/returns documents accurately and efficiently
- Determine method of shipment and arrange shipping; prepare bills of lading, customs forms, invoices and other shipping documents manually or by computer
- Assist in inventory count, perform weekly or cycle counts as assigned
- Issue materials from warehouse and other storage locations, and record such appropriately in SAP.
- Offloading trucks
- Maintaining a clean work environment
- Other duties as assigned

Qualifications

- Prior warehousing or logistics experience
- Heavy equipment experience
- Computer literacy, including SAP or equivalent ERP system, effective working skill sof MS Word, Excel and e-mail required
- Excellent verbal and written communication and organizational skills



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Interested employees must provide a completed Internal Vacancy Application form along with an updated resume to the Human Resources department no later than the deadline listed above.

Human Resources Department