



**AGNICO EAGLE**

## **Inventory Management Specialist**

Location: Macassa Site

Rotation: 5/2 or 4/3

Closing Date: February 24<sup>th</sup>, 2023

**If you thrive on success and teamwork in a team culture, Agnico Eagle offers career opportunities on a global scale. We provide rewarding and challenging work that will help you grow your skills and your career.**

Agnico Eagle is committed to creating meaningful opportunities for our employees and we encourage everyone who works for us to contribute to their full potential. We are an equal opportunity employer and value diversity. We provide a safe work environment and seek to ensure all individuals are treated with respect and dignity, free from harassment, discrimination, bullying and retaliation. All employment is decided on the basis of qualifications, merit and business need. Disability-related accommodations during the application and selection process are available upon request.

**Interested? We hope you are.**

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### **ABOUT THE OPPORTUNITY**

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Based at the Macassa Mine Site, we currently have an exciting opportunity for an **Inventory Management Specialist** to join our Procurement team.

The Macassa Mine is a high-grade gold producer, with grade improving at depth, and a key valuation driver for Agnico Eagle. Located in the Town of Kirkland Lake, Ontario, the Macassa Mine remains one of the highest gold grade mines in the world. Macassa commenced operations in 2002, and with the discovery of the South Mine Complex has been able to increase its level of production significantly over the past five years. The mine is located in an area with well-developed infrastructure, including a provincial highway, a railway system and a private airport. High-grade ore is processed at the Macassa Mill, which currently has available capacity and is located in close proximity to the mine.

The **Inventory Management Specialist** will require to perform all aspects of cataloguing parts management in the Company's Item Master.

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### **RESPONSIBILITIES**

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Your responsibilities will include:

- Responsible for the disciplined collection, storage, processing, formatting, and presentation of item master information within the Companies ERP system.
- Will follow Master Data Management standards and set up parts in a clear and precise descriptive manner with appropriate classifications, part numbers, specifications and other data elements that enables the Company to effectively manage inventory and conduct sourcing exercises.
- Manage a disciplined catalogue management system.

- Provide expert Cataloguing advice to ensure catalogue information is accurate, complete, and easily accessed by all Operational persons.
- Ensure catalogue information is easily accessed and readily available to all persons requiring this information to help support their work activities.
- Utilize enhanced analytical tools to assist with catalogue cleansing, generate regular reports on catalogue improvement initiative programs.
- Provide a mechanism that involves the disciplined identification of material used in the company's operations so that it can be located, sorted, and reviewed by users and by management.
- Ensures that all inventory forms are signed and completed according to the procedures.

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## QUALIFICATIONS

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Our ideal candidate has:

- Bachelor's degree, Business or Supply Chain Diploma, and/or appropriate work experience.
- Experience in an industrial setting or heavy industry (mining experience is an asset).
- Must have strong interpersonal, communication and team building skills.
- Excellent working knowledge of all Microsoft Office software especially Outlook, Excel, Word & PowerPoint.
- Strong ability to effectively communicate in English and French (Oral and written).
- ERP and Inventory Planning/Inventory Creation knowledge.

**Does this sound like you? If so, we would love to hear from you.**

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## WHAT'S IN IT FOR YOU?

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Together, we are building a world-class gold mine and our success is determined by the hard work and dedication of our team. All of our team members are rewarded with a competitive benefits package and on-the-job perks, including:

- Competitive salary
- Group benefits package
- Training and learning opportunities

**Should you be the successful candidate for this role, you will be contacted by a member of our Human Resources Department to schedule an interview**