

CAREER OPPORTUNITY

At Newmont, people create the value in the metals we mine and are ambassadors in the communities where they live and work. As a team, we foster an environment in support of our People vision, where everyone belongs, thrives and is valued. We have built a diverse and inclusive workplace where our people can bring their differences to support delivering results together. Located in and around the City of Timmins, Ontario, Porcupine has two underground and one open pit mines. A continuous operation for over 100 years that provides a great work-life balance. Employees from diverse backgrounds are empowered through engagement, involvement, and growth opportunities in the workplace. Join us and unearth your potential in a global company that is at the forefront of shaping the future of the mining industry.

Warehouse Operator - Expression of Interest

Timmins, ON

Purpose

- Unload, receive and store goods and materials procured by the Company
- Issue goods and materials from Inventory
- Conduct assigned inventory counts
- Document, package, load and ship material off site
- Ensure accuracy of all transactions
- Complete all assigned tasks in an efficient, effective, timely and safe manner

Safety and Sustainability Expectations

- Must handle all goods and materials as per Company and Departmental policies
- Must work within the Occupational Health & Safety Act (OH&S Act), particularly as it relates to Designated
- Substances under WHMIS and Transportation of Dangerous Goods (TDG) Act
- Responsible to keep the work environment clean and safe
- Must ensure all goods and materials are stored properly, in a safe manner and away from traffic
- Must wear Personal Protective Equipment (PPE) as prescribed by the OH&S Act and Company policy
- Adhere to Newmont Environmental and Sustainability policies

Essential Duties

Receiving

- Responsible for the receiving of all goods procured by the Company
- Must ensure all goods received at Site are accurately listed on Vendor documentation and received in Company computer system (SAP)
- Responsible for the accurate labelling of all received materials
- Must report all deficiencies to the Vendor and the Warehouse Supervisor and must resolve any discrepancies in a timely manner

Issuing

- Responsible for the issuing of all inventory Ensure accuracy of all issue transactions
- Enter all issue transactions into SAP in a timely manner to ensure an accurate and efficient replenishment of inventory

- Pull materials from stock locations and prepare items for internal shipping

Shipping

- Responsible for the preparation of all documentation, (Company, legislated or carrier) for the shipping of goods off site
- Must ensure all materials being shipped off site are packaged or skidded for safe transportation
- Must ensure all WHIMIS and TDG (documentation and labelling) requirements are met when applicable materials are being shipped offsite. Stocking\
- Must ensure all inventory items are put away in the designated locations in an accurate, safe, and timely manner

Ordering

- Responsible to order inventory items as assigned or requested

Physical Counts

- Responsible to conduct formal physical inventory counts as scheduled Responsible to conduct spot checks as required or requested

Training & Experience

- Grade 12 Diploma or relevant experience. Working knowledge of legislation requirements under
- Transportation of Dangerous Goods Act.
- Minimum of three years warehouse experience.
- Forklift Operators Certificate.
- Underground Common Core Modules
- Ability to work with minimal supervision
- Ability to organize assigned work, prioritize and execute by requested deadlines
- Working knowledge of computer software would be asset Experience with SAP would be an asset

Working Conditions

- This is a site-based position located in Timmins, ON
- Surface position schedule is 4 days on 3 days off
- Underground position schedule is 5 x 5 x 4

We understand no candidate will meet every single desired qualification. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you!

As an equal opportunity employer, Newmont is committed to diversity, inclusion and accessibility. Accommodation is available on request for candidates taking part in all aspects of the selection process.

How to Apply

Please send a copy of your resume to FNPorcupineHR@newmont.com and include Requisition ID **34194** in the subject line. Optional: Please identify which community you associate with.

As an equal opportunity employer, Newmont is committed to diversity, inclusion, and accessibility. We encourage all qualified candidates to apply. Accommodations are available on request for candidates taking part in all aspects of the selection process. All properties owned by Porcupine

Operations are now Tobacco Free. This includes but is not limited to all buildings, parking lots, vehicles, the surrounding wooded area, roadways, tailings, rehabilitated sites, etc.