



Position Advertisement

Coordinator, Warehouse - 10073

ABOUT THE COMPANY

Sabina Gold & Silver Corp. is a well-financed Canadian precious metals company on track to become a mid-tier gold producer. The Company has a portfolio of properties in Canada at different stages of development. Our flagship project, the Back River Gold Project, is located in the western Kitikmeot Region of Nunavut. Through our Nunavut assets, Sabina is evolving from a successful exploration company to a developer. Sabina is listed on the Toronto Stock Exchange ("SBB").

ABOUT THE POSITION

Reporting to the Superintendent, Supply Chain the Coordinator, Warehouse is responsible for the management of products incoming, outgoing, the flow of materials, and flight logistics on site in a safe, efficient, and organized manner. The Coordinator, Warehouse is based at the MLA Site and is accountable for the monitoring of inventory levels and maintenance of various reports within the warehouse team, site teams, and external stakeholders whilst working in a remote camp setting on a rotational (3x3) basis.

PRIMARY RESPONSIBILITIES

Reporting to the Superintendent, Supply Chain, duties will include (but are not limited to):

- Warehouse and laydown management. Coordinate and monitor the logistics of the movement of parts, supplies, and materials to ensure the shipping and receiving of materials meet deadlines in a safe and efficient manner;
- Shipping and receiving and attending inbound cargo planes to assist as required;
- Fuel Storage and management;
- Monitor and maintain inventory levels and prepare and maintain various reports on the progress of work, materials used, rates of production and other information using manual or computerized systems. Support the internal and external year-end audit and assist with various reporting as required;
- Operate forklift / telehandler in a safe manner as required;
- Identify redundant and dead inventory;
- Direct materials to appropriate lay down areas;
- Follow and uphold established receiving functions;
- OS&D reporting;
- Expediting of material as required;
- Oversee and participate in safe material unloading procedures;
- Ensure Sabina safety culture is promoted and followed;
- Liaise with site personnel, management and contractors for material and reporting requirements. Liaise, communicate, and manage the contract relationships with transportation providers, logistic providers, and site teams;
- Ensure contractor handovers and returns are performed as required and associated paperwork maintained;
- Provide material control support as required/requested for sealift and ice road logistics;
- Collect and process all receiving documentation;
- Ensure all materials are documented and located by bin and area locations;
- Assist with development of warehouse, assembly of shelving/racking and all related warehousing duties;



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- Care and preservation of Sabina assets;
- Aid in the coordination of Flight Operations and Logistics management;
- Perform random inventories and cycle counts; and
- General warehouse cleanup, laydown cleanup, and maintenance duties as required.

DESIRED QUALIFICATIONS

The successful candidate will have prior experience working in a remote camp setting with limited access to resources. Additionally, they will have:

- Three (3) years' relevant experience in Material Handling, Warehousing, Logistics and Expediting in a remote mine environment with limited access to resources required. Exposure to mine construction with knowledge of mine process equipment and underground mining equipment and materials considered an asset;
- Diploma in Business Administration, Supply Chain Management, or related required;
- Flight Operations experience preferred;
- Transportation of Dangerous Goods (TDG) and WHMIS certification required;
- Forklift and Telehandler certification required;
- Previous experience using Microsoft Suite with a comprehensive understanding of inventory management and warehouse processes required; and
- Self-starter with ability to work independently or within a team setting to achieve results with a high attention to detail.

COMPENSATION AND BENEFITS

For informational purposes, the blended rate of pay for this is \$44.17 for 2184 scheduled hours in a work year. Competitive benefits and travel compensation will be discussed with the successful candidate.

APPLICATION AND CONTACT INFORMATION

To be considered for this opportunity, please email your resume to employment@sabinagoldsilver.com using the reference number 10073 in the subject line.

Kitikmeot Inuit, Nunavut Inuit and Residents receive priority hiring consideration, if one of these categories applies, please state it after the reference number in the subject line. We thank all for their interest but are only considering applicants with working rights in Canada.

The Sabina owned Back River Gold Project is a significant undertaking with contribution from both Sabina and valued Contractors. Although we appreciate your interest in working for Sabina directly; if you are not selected for employment with Sabina or we have no current work available that is suitable for your skill set, Sabina may share your application material with our contractors for positions that they are seeking to fill. If you do not want your resume shared, please indicate so in the subject line of your email and we will retain a copy of your application material for our internal records only.



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We will retain application material on file for future vacancies (openings within 6-12 months) for consideration; however, you are encouraged to apply to any opening you may be suited for. If selected to move forward a member of our team will be in touch.

CLOSING DATE

This posting will remain open until 12:00AM PST January 27, 2023 unless a suitable candidate is not found; however, we encourage interested applicants to submit their resumes ASAP in order to be considered.