



Employment Opportunity

Position: Parts / Warehouse Officer
Location: Remote site - Newcrest Red Chris Mine jobsite
Closing Date: Ongoing, until position filled

TNDC is seeking a Parts / Warehouse Officer to join our team and be responsible for shipping, receiving, materials management, and for supporting site and project operations. The successful applicant will be required to purchase parts and hardware for the equipment maintenance department, track purchase orders and source vendors for various parts and hardware needed.

Responsibilities

Reporting to the Equipment Fleet Manager or designate, responsibilities include, but are not limited to:

- assist shipping and receiving with loading / unloading trucks and checking in merchandise
- track purchase orders and source vendors for various parts and hardware needed
- maintain a safe and clean work environment by following policies and procedures
- keep accurate records of goods entering and leaving the warehouse
- receive and process warehouse stock orders in inventory and logistics software
- maintain and manage inventory levels and controls
- attend toolbox, safety and other meetings or discussions as required, participate in any other specified training
- adhere to relevant company procedures and policies
- other duties as required

Qualifications and experience

- recognized degree or diploma in a relevant associated field or a combination of relevant education and training
- a minimum of 5-years warehousing experience required
- knowledge and experience working with Fiix CMMS software preferred
- experience in mining operations is considered an asset
- experience operating skid-steer, telescopic lift truck and relevant heavy equipment required
- valid Occupational First Aid (OFA) and WHMIS certificates preferred
- strong attention to detail and proficiency with computers (MS applications), particularly database management
- time management, decision-making, analytical and problem-solving skills
- able to take direction, follow instructions, adapt to changing priorities and multi-task
- strong work ethic with an ability to work independently with minimal supervision
- strong oral and written communication skills and able to use diagnostics
- a team player who works respectfully and cooperatively with others

Conditions of Employment

- pass mandatory pre-employment drug and alcohol screening and fitness for work assessment where required
- valid Class 5 driver's license required
- ability to safely climb and access equipment, as well as lift heavy objects up to 50 lbs
- ability to stay alert and pay attention to detail during duration of shift and extreme weather conditions
- due to local, provincial, and /or client requirements; this position may require an individual to be fully vaccinated by a Health Canada approved or authorized COVID-19 vaccine

Please apply to:

Human Resources, Tahltan Nation Development Corporation
Box 250 | IR #9 Hwy 37N
Dease Lake, BC V0C 1L0
Fax: 250.771.5454
Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltan members and associates are encouraged to apply.

SAFETY FIRST, SAFETY ALWAYS