



JOB DESCRIPTION

Position Title:	Warehouse Technician		
Reports To:	Title: Warehouse Supervisor		
Direct Reports:	None		
Current Incumbent:			
	Status: Permanent	Date Created:	Position Number:
	Location: ERM	Date Revised: Oct 30, 2024	
		Date Approved:	
		Approved by:	

POSITION OVERVIEW

The Warehouse Technician is a key member of the Warehouse team and has a strategic role in improving Warehouse operations.

POSITION RESPONSIBILITIES

Accountabilities and duties will include but not limited to the following:

Following safe working practices and site safety guidelines.

- Parts counter and customer service.
- Shipping and receiving of inventory, stocking shelves with inventory, and inventory Cycle counting.
- Offloading trucks.
- Preparing shipping documents, both internal and external.
- Assembling containers and crates, packing goods to be shipped, and attaching packing slips
- Directing delivery trucks to various off-loading areas around site and helping drivers unload goods as required.
- Unpacking received good into appropriate storage areas and inspecting and counting items that are received.
- Recording shipped and received goods as per company procedures.
- Tracing lost shipments as needed.
- Filling out forms for damaged and returned items and routing them correctly.
- Calling suppliers and vendors to coordinate pick-up, delivery, and inspections.
- Maintaining a safe and clean work environment by keeping shelves, pallet area, workstations, and shipping area neat.
- Operating warehouse equipment such as pallet jack and forklift
- Other duties, as assigned.

QUALIFICATIONS AND REQUIREMENTS– Education, Experience, Certifications

- Warehousing experience, preferably in mining environment.
- Excellent interpersonal & communication skills with commitment to a cooperative work environment.
- Self-motivated, ability to work alone.
- Diligent, attention to detail.
- Significant computer skills, working within a computerized inventory control system.
- Experience with SAP Systems is an asset
- Physically fit and capable of performing tasks that involve heavy lifting.
- Ability to safely operate warehouse equipment, forklift, and narrow aisle truck.
- Valid drivers license in good standing;

WORKING CONDITIONS

- 14 / 14 day shift schedule on site at ERM consisting of 12 hour day shifts
- Travel required based on business needs;
- Manual dexterity required to use desktop computer and peripherals;
- Work may be required outside of regular hours, as per business needs;
- The physical requirements of this position include reading, walking, standing, sitting, reaching, kneeling, repetitive motions, stooping, balancing, pushing, pulling and ability to lift up to 50 lbs.

APPLICATION PROCESS

Email: hr.resumes.eagle@wesdome.com

Wesdome prides itself on being an equal opportunity employer committed to responsible mining practices and building a diverse and inclusive workforce. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, or Aboriginal status. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (the "Act"), Wesdome is committed to hosting and maintaining an accessible environment.

Job Types: Full-time, Permanent