



**Victoria Gold Corp**, “Victoria” or the “Company”, is a junior mining company with an Executive team that has experience in mine building from exploration through to mine operations with a demonstrated ability to do it in an environmentally and socially responsible manner. Construction is underway at Victoria’s **Eagle Gold Project** which is fully funded and will be the next largest gold mine in Yukon. [www.vitgoldcorp.com](http://www.vitgoldcorp.com)

Victoria is looking to hire the position outlined below for our **Eagle Gold Mine** located in Yukon:

### **Warehouse Supervisor**

Under the direction of the Procurement Manager the Warehouse supervisor will work within a small team and ensure that the needs of all internal customers are met by maintaining inventory and supplies by receiving, storing, and delivering items; securing warehouse and supervising staff. by the most economical, socially responsible, timely and efficient method while maintaining the Corporation’s vision and values, complying with relevant policies and procedures and giving consideration to both stakeholders and shareholders. This position is site based. Specific duties and responsibilities are listed below which will include but are not limited to:

#### **Specific Duties and Responsibilities:**

- Accomplishes warehouse human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
- Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying warehouse system improvements.
- Meets warehouse financial standards by providing annual budget information; monitoring expenditures; identifying variances; implementing corrective actions.
- Moves inventory by scheduling materials to be moved to and from warehouse; coordinating inventory transfers with related departments.
- Delivers supplies and equipment to departments by receiving and transferring items.
- Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements.
- Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data.
- Maintaining security for all goods and materials.
- Keeps equipment operating by enforcing operating instructions; troubleshooting breakdowns; requiring preventive maintenance; calling for repairs.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Accomplishes warehouse and organization mission by completing related results as needed.

#### **Qualifications and Experience:**

- Supervision, Safety Management, Data Entry Management, Dependability, Reporting Skills, Analyzing Information, Dealing with Complexity, Deadline-Oriented, Time Management, Equipment Maintenance, Warehousing Management Professional or actively pursuing a related designation with 5 – 10 years of experience. Other combinations of education and experience will be considered.
- Experience in the mining industry desirable.
- Proficiency in Microsoft Office, with a strong computer aptitude; experience within a mining ERP is an asset.



- Highly organized with a passion for detail.
- Excellent verbal, written and listening skills.
- Influential, with strong negotiation skills.
- Ability to work in a team environment and support all levels of the organization.
- Ability to deal with competing priorities and manage time appropriately.
- Applicants must be eligible to work in Canada.

If you are excited about this opportunity and feel you meet the expectations of the role, please send us your resume to the following email address: [greatpeoplework@vitgoldcorp.com](mailto:greatpeoplework@vitgoldcorp.com)

***We thank all candidates for their interest in Victoria Gold, however, only those selected for an interview will be contacted.***