

Victoria Gold Corp. (“Victoria”) is a mining company with an Executive team that is experienced in developing and operating mines in an environmentally and socially responsible manner. Victoria’s Eagle Gold Mine poured its first gold in September 2019 and declared commercial production at the end of Q2 2020. Future and current mines, like Eagle Gold, will be a strong contributor to the Yukon and its citizens for many years to come. www.vgcx.com

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

INVENTORY COORDINATOR

Reporting to the Inventory Planner, the Inventory Coordinator is accountable for effectively managing and monitoring inventory orders to identify discrepancies between orders and the relevant paperwork and documentation attached, communicate any required updates or changes that will support efficiency and ensure accuracy, and continually improve performance and knowledge for assigned areas. This position ensures compliance with all safety standards, quality requirements, business practices and the Victoria Gold Eagle Mine supply system for managing tools and procedures and the effective collaboration among both internal and external groups involved in the procurement, storage and distribution/execution of inventory. This position is based at the Eagle Gold mine-site working a rotational schedule. Responsibilities are noted below which will include but are not limited to:

Main Tasks and Responsibilities:

- Safety of self and others;
- Expediting orders to identify gaps or discrepancies prior to finance receiving the invoices;
- Investigate any discrepancies that prevent a 3-way match, i.e., missing receipts, proof of deliveries, freight charges and price mismatches;
- Assist with new vendor setups and help identify inventories that need alternate sourcing based on current delivery times;
- Complete cyclical reviews of all inventory item’s min-max levels on a yearly basis to determine efficiencies;
- Vendor communication on non-compliant invoices, mismatched orders, short shipments, double shipment, etc.;
- Support Weekend emergency purchasing coverage;
- Aged PO cleanup at month end;
- Ensure complete and accurate yearly inventory count via continuous Cycle counting;
- Liaise with the Finance department and external auditors when required;
- Conducting periodic audits of inventory and,
- Behave in a way that demonstrates support of Victoria Gold’s Vision and Values.

Qualifications and Experience:

- Proof of being fully vaccinated for COVID-19;
- Three (3) years minimum experience in inventory control;
- Experience in mining or other industrial environments preferred;
- Certification or education specific to inventory control;
- Understand and rigorously comply with inventory management processes and standards;
- Understand financial impact of optimized inventory;
- Awareness of supply market constraints;
- Possess strong calculative and analytical skill set;
- Ability to effectively manage time to meet required deadlines;
- Proficient in Microsoft Office, Outlook and ERP systems;
- Strong ability to speak, read, write, and comprehend English;
- Must pass pre-employment medical, pre-employment substance abuse test, criminal records check, hold a valid driver’s license, provide a driver’s abstract and,
- Have a proven commitment to safety, health, and environmental standards.

Victoria Gold Corp. offers a competitive compensation and benefits package. If you are excited about this opportunity and feel you meet the expectations of the role, please send your resume with the subject headline, “Inventory Coordinator,” to the following email address: greatpeoplework@vgcx.com