

**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](http://www.vgcx.com)

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

## **Senior Warehouse Coordinator**

Under the direction of the Supply Chain Superintendent, the Senior Warehouse Coordinator will work within a small team to ensure that the needs of all internal customers are met by maintaining inventory and supplies by receiving, storing, and delivering items. This position is site based on a rotational basis. Specific duties and responsibilities are listed below which will include but are not limited to:

### **Main Tasks and Responsibilities:**

- Accomplishes warehouse human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, mentoring, 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.
- 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.
- 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.
- Proof of being fully vaccinated for COVID-19:



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 us your resume with the reference headline "Senior Warehouse Coordinator" to the following email address: [greatpeoplework@vgcx.com](mailto:greatpeoplework@vgcx.com)