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Alexco Resource Corp. owns the majority of the historic high-grade Keno Hill Silver District located in Canada's Yukon Territory. With nearly 1,000 meters of underground development completed at our two new deposits and a robust Pre-Feasibility Study released, Alexco is advancing the district towards a production decision with the goal of production in Q3 2020. This is a great opportunity to be part of the team that is building one of the highest-grade silver operations in the world.

The company has an immediate opening a **Warehouse Supervisor**.

#### **Position Overview:**

Reporting to the site Supply Chain leader, the Warehouse Supervisor will be responsible for leading the warehouse staff and managing the day to day functions. This will be a 14 day on / 14 day off rotation at our Keno Hill Project in Elsa, Yukon. This shift schedule is subject to change.

#### **Primary Responsibilities:**

- Ensure warehouse is in a clean, safe and orderly condition in accordance with Occupational Health and Safety regulations, Alexco Policy and EHS programs and site requirements;
- Accountable for ensuring all materials are stored, maintained, secured and managed properly;
- Create and improve Policies and Procedures to ensure staff are working efficiently and effectively;
- Oversee the shipping, receiving, storage and delivery of parts including Dangerous Goods;
- Work with Finance and other areas to ensure issues are resolved in an expedient manner;
- Develop and coach staff to retain, cultivate talent and cross train personnel. Evaluate and manage performance. Utilize accountability systems and provide timely and constructive feedback on a regular basis to ensure employees have a clear understanding of their performance, roles and the business;
- Manage responsibilities and accountabilities in the workflow process planning, organizing, supervising and participating in daily warehouse operation and activities, including receipt, documentation, storage, safety and distribution of equipment and supplies and maintenance of inventory;
- Problem-solves a variety of inventory, invoicing and other warehouse/distribution issues such as inventory level changes, special delivery arrangements, damaged goods, short shipments and issues with systems and services through communication with users and other departments such as Finance and Purchasing;
- Represent Warehousing in cross functional meetings and contribute to overall site operations in a resource conscious manner;
- Ensure compliance and proper execution of the cycle count process;
- Manages maintenance non-inventory critical parts; and
- Other duties as assigned.

#### **Education and Experience:**

- Minimum 10 years working in a large industrial warehouse setting in various levels of responsibility;
- Possess a Journeyman Warehouse Certificate, Journeyman Parts Person/Tradesman or equivalent level of education and/or experience;
- Knowledge of inventory control functions, leadership skills, organizational and time management skills;
- Knowledge of operations, production and maintenance practices;
- Must be an interactive team player with continual focus on improvement;
- Experience working with Microsoft Office, Excel and Word;

- Excellent written and verbal communications;
- Experience working with ERP systems is an asset;
- Mining experience preferred but not essential; and
- Strong leadership, communication and interpersonal skills are required to interact with Maintenance/Operations personnel.

Please send your resume with cover letter to [hr@alexcoresource.com](mailto:hr@alexcoresource.com)

Closing date: Until position filled