



Training Coordinator

OVERVIEW

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 Q4 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.

Reporting to the Health & Safety Manager, the Training Coordinator will be tasked with the oversight and development of site training programs, mobile and fixed equipment training, safety training, orientations, and the site learning management system (SafetySync). You will regularly travel by vehicle, bus, and/or air transportation to work onsite at the mine. Employees may be exposed to loud noise, dust, inclement weather, and other conditions related to underground mining.

RESPONSIBILITIES

- Provide safety training material to supervisory personnel to assist them in departmental Health & Safety meetings and tool-box sessions;
- Assist Health & Safety Coordinators and all departments in incident investigations;
- Assisting with evaluating risk exposure as a loss prevention measure;
- Assist in identifying task training to support a program for job task evaluation and equipment training for all surface and underground mobile equipment operation, mill operation equipment, equipment utilization, operator efficiency and safe operating practices;
- Participate in the support, development and delivery of training including but not limited to, equipment operating, confined space entry, fall protection, fire extinguisher, and fatigue management;
- Ensure thorough verification, application and development of training content based on procedures, rules and regulations;
- Plan and organize employee evaluations with the concerned department;
- Document, track and update employee training data in the training matrix;
- Regularly follow up on the employees' performances by setting meetings with the concerned departments;
- Ensure all safety equipment and tools are available and maintained in a ready to use condition;
- Participate in daily safety interactions and support the supervisors in the maintenance of surface & underground safety program including participation with safety meetings, workplace inspections, job observations, job hazard analysis, OHSC activities and incident investigations where required;
- Maintain statistical information and filing system of training documents and records in both written and electronic format;
- Develop and support contractor management via audits of contractor training programs to support H&S initiatives.

REQUIREMENTS

- 10 + years of combined mining experience, of which 3+ years must be underground, with a wide range of duties and increasing responsibilities;
- 3 + years supervisory experience;
- 3 + years of equipment training experience;
- Advanced skills with Microsoft Office Suite – Word, Excel, PowerPoint;
- Proven communications skills and ability to work as a team player;
- Yukon - First Line Supervisor ticket or the ability to obtain.



REWARDS & CULTURE

Alexco Resource offers a competitive remuneration package. We offer a supportive culture that prides itself on teamwork, professionalism, and safety.

CONTACT US

Please apply directly by submitting your resume, to hr@alexcoresource.com preferably as a Microsoft Word document. Please note, that due to the number of applications we receive, only those selected for an interview will be contacted. No calls please.