



Sugar Zone Mine

Harte Gold Corp., in full commercial production at its 100% owned the Sugar Zone Mine located north of White River, Ontario.

PROCUREMENT AND WAREHOUSING COORDINATOR (2)

We are seeking energetic and self-motivated individuals to fill this position. The successful candidate will have a high focus on tender, purchase and ability to expedite materials and services required.

The Procurement and Warehousing Coordinator will report to the Site Controller and is responsible for:

Procurement:

- Create and implement procedures and processes to provide structure around purchasing/receiving and in alignment with the 4Site implementation.
- Consolidate all purchasing requirements by Harte Gold including Environmental purchasing needs.
- Participate in the implementation design of future 4Site needs from a user perspective.
- Support project future operation of vendors/supplies.
- Source new and improved goods and materials through quotes and purchases for optimal cost production with the best protection possible for Harte Gold in terms of safety, the environment and any legal impact.
- Source all direct charge equipment, goods and services in a timely fashion to ensure continuous production.
- Establish a strategy to enable Harte Gold to successfully procure operational supply requirements starting with the Mill Complex and supporting infrastructure and then for the underground environment enabling the company to transition from Contractor-provided to self—provided supplies.

Warehousing:

- Working with the operation in identification, sourcing and stocking of critical spares.
- Establish practices for cataloguing and storing supplies to eliminate any loss, damages or delays to the operations.
- Process all purchase orders with accurate pricing, quantity and delivery information to minimize any problems with accounts payable, receiving and end users.
- Establish restocking practices and maintain and establish long-term contracts for recurring supplies to ensure “best” pricing and continued supply for the majority of stock items.
- Maintain and ensure accuracy of inventory items through spot checks and inventory counts.
- Produce report and statistics regularly.
- Working with operations, prepare and then manage annual budgets.
- Operate forklift/telehandler.
- Other related duties as assigned.

Qualifications include:

- BSc degree in logistics, supply chain management or business administration preferred.
- Minimum 2-3 years’ experience in a similar role.
- Proven work experience as a warehouse manager or coordinator.
- Leadership skills and ability to manage staff.
- Attention to detail and ability to prioritize work.
- Demonstrated experience working with others, good overall communication skills.
- Strong decision making and problem-solving skills.
- Hands on experience with warehouse management software and databases.
- Willingness to learn.

Work Schedule:

- The work schedule will be 7 days on, 7 days off, 12-hour shift/day shift
- Accommodation to be provided in White River, Ontario
- Transportation to and from the mine site provided, when required.

Interested applicants are invited to submit their resume no later than

Friday, Sept 20, 2019

Harte Gold, Human Resources careers@hartegold.com

We thank all candidates for their interest however, only those selected for an interview will be contacted.
Harte Gold is an equal opportunity employer.