



POSITION DESCRIPTION

Position: **Warehouse Supervisor**
Location: Myra Falls, Canada
Department: Supply Chain

1. REPORTING STRUCTURE

Reports to: Procurement & Contracts Manager
Supervises: Surface Warehouse Staff (4)
Underground Warehouse Staff (2)

2. THE ROLE

This role provides support in the day to day operations and activities involved with the supply of Spare Parts and Materials from the Warehouse to the end user in compliance with Nyrstar Warehousing and Logistic procedures and processes. This position supervises and assists in daily warehouse receiving, issues and shipping areas. Ensuring accuracy of shipments and support documentation, receiving incoming material and routing to appropriate area or personnel, filling all site issues, ensuring inventory transactions are accurately logged and overseeing cycle counts and reconciliation. In addition, this position plans and assigns daily work, addresses performance issues, resolves problems, meets with other supervisors to coordinate activities of individual departments and serving internal customers, has weekly counts of Ground Support and fuel dips, and month end counts of Critical Spares, Ground Support, Cap and Powder Magazines.

3. KEY ACCOUNTABILITIES

- Accountable for inventory value and ensuring that proper levels of inventory are maintained
- Ensuring min/max levels are accurate and report to the inventory buyer if levels are too high or low.
- Identifying obsolete inventory to be disposed of
- Ensuring receiving is accurate and completed in a timely manner
- Ensuring issues are filled accurately and in a timely fashion
- Shipping done in a timely fashion and ready for outgoing trucks with proper shipping documents
- Ensuring cycle counts are up to date and all warehouses have completed cycle counts before year end
- Assist with development and refinement of a warehouse layout including proper location of goods
- Liaising with management, suppliers and end-users with respect to warehouse operations
- Maintaining and preparing regular monthly productivity, KPI, EHS and Development reports
- Recognizes and is responsible for quality control standards
- Make suggestions for productivity improvements and challenge status quo

- Know and comply with the current Mining Safety and Health regulations and Loss Prevention procedures of Nyrstar

4. QUALIFICATIONS/EXPERIENCE:

- Warehouse Journeyman Trade/Technical Certification
- 5 years experience working in a warehouse environment
- Experience in mining an asset
- Education in warehouse and inventory management, purchasing and supply is an advantage
- Valid class 5 driver's license

5. COMPETENCIES

- Ensure staff is able to work safely at all times
- Excellent knowledge of all warehouse functions
- Understand min/max levels
- Understand inventory cycle counts
- Good working knowledge of SAP
- Proficiency in Microsoft Office (Word, Excel)
- Understand all aspects of warehousing
- Ability to lead a crew
- Ability to train for all aspects of the job
- Ability to work independently, self-motivated
- Good interpersonal skills and the ability to develop and motivate staff

6. WORKING CONDITIONS

- Must be able to lift loads up to 20 kg (items luggage or building materials)
- Must be capable of;
 - Sitting for over 60 consecutive minutes
 - Standing for over 60 consecutive minutes with little or no walking
 - Staying alert during periods of inactivity for more than 60 minutes (i.e. watching a video monitor)
 - Concentrating for over 60 consecutive minutes
 - Perceiving fine visual detail

7. PERSONAL PROTECTIVE EQUIPMENT

- CSA approved hard hat
 - CSA approved safety glasses
- Steel-toed boots with metatarsal guard (all season)

Applications, quoting Hiring Warehouse Supervisor, must be sent to:
myrafalls.carreers@nyrstar.com