

Warehouse & Inventory Control Coordinator

About the Role

We are currently a **Warehouse & Inventory Control Coordinator** to join our team. Reporting to the Procurement Specialist, the Warehouse & Inventory Control Coordinator is responsible for the efficient receipt, storage, issuance, and tracking of materials, parts, and supplies to support site operations. This role ensures that inventory levels are accurate, secure, and maintained to meet operational requirements. The coordinator oversees warehouse organization, implements inventory management procedures, manages material handling equipment, and works closely with procurement and operations teams to ensure timely and accurate delivery of materials.

Key Responsibilities:

1. Warehouse Operations

- Oversee daily warehouse activities, including receiving, stocking, picking, and issuing materials.
- Maintain a clean, organized, and safe warehouse environment in compliance with company policies and regulatory requirements.
- Operate and maintain material handling equipment (e.g., forklift, pallet jack) as required.
- Ensure proper labeling, storage, and handling of hazardous materials in accordance with WHMIS and TDG regulations.

2. Inventory Management

- Maintain accurate and up-to-date inventory records in the warehouse management system (WMS) or ERP software.
- Perform regular cycle counts and periodic full physical inventory counts to ensure accuracy.
- Monitor inventory levels and identify shortages, overstock situations, and obsolete materials.
- Collaborate with procurement to develop and maintain optimal stock levels for critical and high-usage items.
- Analyze inventory trends and generate usage and stock rotation reports for management.
- Implement inventory control measures to prevent loss, theft, or damage to materials.

3. Logistics & Coordination

- Work with procurement and operations teams to plan material deliveries and dispatches.

- Prepare shipping documents, packing slips, and freight arrangements for outbound materials.
- Ensure receiving documentation is accurate and complete before processing into inventory.
- Coordinate returns to vendors and track warranty or repair items.

4. Continuous Improvement

- Recommend and implement process improvements to enhance efficiency, accuracy, and cost control in warehouse operations.
- Assist in developing standard operating procedures (SOPs) for inventory and warehouse management.

Qualifications

- 3–5 years' experience in warehouse, inventory management, or supply chain roles, preferably in mining, construction, or industrial settings.
- Strong organizational and time management skills.
- Proficiency with inventory management software and MS Office applications.
- Knowledge of WHMIS, TDG, and safe material handling practices.
- Experience operating forklifts or other material handling equipment.
- Ability to work independently and collaboratively in a fast-paced environment.
- Valid driver's license.
- Eligible to work in Canada.

Additional Details:

Location: On-site at our remote Bralorne Mine in Bralorne, BC

Job Type: Full-time, Regular

Schedule: 14 days on / 14 days off, 10 hours per day

Compensation Range: CA\$30.00-CA\$40.00/hour, *depending on experience*

Working Conditions:

- Primarily warehouse-based with occasional outdoor work in varying weather conditions.
- May require lifting and handling materials up to 50 lbs.
- Extended hours or weekend work may be required to meet operational demands.

Benefits: Health & Dental coverage provided, Employer paid

Application Requirements:

- Resume
- Cover letter or short note expressing interest
- Dates of availability

If you are an organized and motivated professional with experience in administrative support, office management, or camp operations, and have a passion for supporting mining teams in remote locations, we encourage you to apply for this exciting opportunity by emailing careers@taliskerresources.com.

Let's bring Western Canada's largest producing gold mine back into production together!