



# AGNICO EAGLE

## Warehouse Yardman

### WHAT DOES AGNICO EAGLE VALUE?

At Agnico Eagle, our values never waver. We believe in trust, respect, equity, family and responsibility. Why? Because they express who we are, and they have helped us succeed in business for over 60 years. We value **you** – your unique set of skills and experience. We value your willingness to build those skills and make a meaningful contribution to our company. And, we value your commitment to treat every person on our team with respect, helping us to operate safely, protect the environment and make a positive contribution to our local communities.

Want to learn more about Macassa Mine? [Click here!](#)

Agnico Eagle Mines' Macassa Mine is situated on the traditional homelands of the Apitipi Anicinapek Nation and Matachewan First Nation. In honoring our relationships with and commitments to our Partner Nations, Agnico Eagle prioritizes the hiring of Members from these Nations. To support this commitment, members from these Nations seeking employment opportunities at the Macassa Mine are encouraged to self-identify during the job application process. This ensures that we can consider your application appropriately in line with our dedication to supporting our Partner Nations.

### YOUR CONTRIBUTION:

Reporting to the Warehouse Supervisor, you will be part of the Warehouse Department. The Warehouse is responsible for accurate receiving, storage and allocation of resources to ensure responsible and seamless mining operations. The Yardman/General Support is responsible for safely loading/offloading vehicles and ensuring the yard is maintained in a safe manner for placement and retrieval of goods. You will also ensure that the goals and objectives are achieved while promoting and respecting Agnico Eagle's values, Health & Safety Code of Conduct and the environment.

- Loading and offloading vehicles;
- Forklift and Manitou operations;
- Understanding and safe working knowledge of tie downs and strapping to secure freight and storage of items;
- Dangerous Goods knowledge (Safe Handling) With support from Warehouse Coordinators;
- Shipping and Receiving – Responsible for the movements and storage of goods to the warehouse;
- Inspect and verify incoming goods against invoices or other documents, record shortages/overages and reject damaged goods (recording appropriately document/photograph);
- Unpack, code and route goods to appropriate storage areas;
- Process receiving/returns documents accurately and efficiently;
- Determine method of shipment and arrange shipping; prepare bills of loading, customs forms, invoices and other shipping documents manually or by computer;
- Assist in inventory count, perform weekly or cycle counts as assigned;
- Issue materials from warehouse and other storage locations, and record such appropriately in SAP.
- Serving Wicket area (customers);
- Maintaining a clean work environment (Utilize 5S: Sort, Set in Order, Shine, Standardize, and Sustain);
- Other duties as assigned.



**AGNICO EAGLE**

## **Warehouse Yardman**

### **WHAT YOU NEED TO SUCCEED:**

- Driver's license required/Forklift Licence;
- Warehousing or logistics experience, preferably in a mine environment;
- Computer awareness, including SAP or equivalent ERP system, effective working skill of MS Word, Excel and Outlook required;
- Well developed verbal and written communication and organizational skills;
- Transportation of Dangerous Goods Training Certificate preferred;
- Excellent working knowledge of all Microsoft Office Suite applications especially Outlook, Excel, Word & PowerPoint.

### **YOUR WORK SCHEDULE:**

- Schedule: 5/2 and or 4/3 schedule at our Macassa Mine in Kirkland Lake, ON.

**Be a part of it. Be proud of it. Be Agnico Eagle.**

We look forward to having you onboard, and while we sincerely appreciate all applications, only those candidates selected for an interview will be contacted directly by a member of our team.