



Stores Clerk

Hemlo Mining Corp. is a growing Canadian gold mining company focused on the responsible development and operation of the Hemlo Gold Mine in Northwestern Ontario.

If you thrive on challenge, collaboration, and meaningful work, Hemlo Mining Corp. offers rewarding opportunities. Our people are the foundation of our success, and we're looking for motivated, energetic individuals who are eager to learn, grow, and contribute to safe and efficient operations on all our properties. We support the professional aspirations of our team through training, development, and a comprehensive compensation package.

Hemlo Mining Corp., operating near Marathon in Northwestern Ontario, currently has an opportunity for a:

Stores Clerk

Position Description:

The Stores Clerk manages daily ordering for underground operations, including PPE for new and existing employees, ground support materials, fuel bay supplies, powder orders, and commonly used consumables based on submitted order sheets. This role also completes service entry sheets for ongoing underground services, maintains and stocks the third-floor lunch area, safeguards store items, and ensures materials are issued to the correct cost centers. The Stores is also responsible for assigning lockers to operations employees and on-site contractors, and for providing coverall sizes, quantity requirements, and assigning locker locations to the supplying vendor.

Responsibilities:

- Positively interacting with workers and visitors in order to foster effective teamwork and collaboration
- Build and maintain collaborative relationships across departments and with contractors
- Use computer-based maintenance systems such as SAP as required.
- Process reservations and orders accurately and efficiently using material order sheets or direct charge quote requests.
- Maintain a commitment to safety, environmental, and health standards, adhering to the Zero Harm policy and participating in safety protocols
- Ensure a high standard of housekeeping in the work area during and after task completion, including and not limited too; general proper cleaning, stocking kitchen area, storage area management and securing stock items.
- Accurately complete general operations service entry sheets and job-related paperwork, including: locker and dry assignments, coverall sizing and orders, operational reservations, direct-charge PRs, service PRs, powder orders, fuel bay orders, and new-hire onboarding PPE requirements.
- Maintain neat and organizing filling / electronic storage systems.
- Provide detailed feedback (both verbal and written) to the Senior Buyer Supervisor regarding work performed and equipment status such as cap lamps, charging pads, locker conditions, general maintenance required/needed and stock level condition



- Enforce compliance with restricted Supply Chain areas including the stores room, coverall lockers and material storage areas.
- Other duties as required and assigned

Qualifications:

- Grade 12 diploma or equivalent required
- Diploma or certificate in office administration, business or a related field or experience an assets
- General understanding of mine departments and operations is preferred but not required
- Strong working knowledge of SAP preferred
- Proficiency in Microsoft office (Excel, Word, Outlook)
- Strong attention to detail and organization skills
- Ability to manage multiple priorities in a fast pace operational environment
- Effect communication both written and verbal
- strong teamwork skills

What We Can Offer You

- Base salary range from \$65,000 to \$80,000 per year, depending on experience and qualifications.
- Comprehensive compensation package including competitive bonuses, benefits, and pension contribution.
- Progressive career path with opportunities for advancement.
- Work in a dynamic, collaborative, and high-performing team.
- Access to experienced mining professionals for knowledge-sharing, mentorship, and skill-building.

Equal Employment Opportunities

- Hemlo Mining Corp. is committed to creating an inclusive, respectful workplace and is proud to be an equal opportunity employer.
- We operate on the traditional territory of Biigtigong Nishnaabeg and Netmizaaggamig Nishnaabeg and we are committed to fostering meaningful relationships and employment opportunities with Indigenous Peoples. First Nations, Inuit and Métis persons are encouraged to apply.
- We also welcome applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**If you are interested in this position, submit your resume to careers@hemlomining.com.
Be sure to include the position you are applying for in the subject line.**

Artificial intelligence tools may be used to support parts of the recruitment process, such as resume screening or application management.

Thank you for your application; however, only those selected for an interview will be contacted.