

Warehouse Clerk

-  **Location:** True North Mine, Bissett, Manitoba (Camp-Based)
-  **Job Type:** Full-Time, Permanent
-  **Company:** 1911 Gold Corporation
-  **Schedule:** 4 days on / 3 days off
-  **Work Location Note:** This position is based at the True North Mine site. Camp accommodations and meals are provided during scheduled work rotations, as applicable for non-local employees.

Position Overview

1911 Gold Corporation is seeking a **Warehouse Clerk** to support the warehouse operations team at the True North Mine in Bissett, Manitoba.

This role is responsible for supporting the daily administrative and data entry functions of the warehouse. Reporting to the Warehouse Supervisor, the Warehouse Clerk ensures that all inventory transactions are accurately recorded and maintained within the Warehouse Management System (WMS/ERP).

The successful candidate will play a key support role in maintaining inventory accuracy, processing documentation, and coordinating between the warehouse, procurement, and site operations teams to ensure efficient material flow and support ongoing operations.

Key Responsibilities

Inventory Management & Data Accuracy

- Accurately enter inventory transactions into the WMS/ERP system, including receipts, issues, transfers, and adjustments
- Maintain data accuracy and integrity within inventory systems
- Support inventory reporting, including tracking usage and stock levels

Receiving & Documentation

- Process and verify packing slips, goods receipts, and associated documentation
- Ensure all received materials align with purchase orders and system records
- Maintain organized and up-to-date digital and physical inventory records

Materials Coordination & Support

- Assist with processing material requests and issuing parts to support maintenance and operations
- Liaise with warehouse personnel, procurement, and operations teams to resolve discrepancies
- Support the timely flow of materials across site

Additional Responsibilities

- Assist with cycle counts and inventory audits, including data reconciliation
- Track outstanding purchase orders and deliveries to support expediting efforts
- File and organize warehouse documentation (digital and hard copy)
- Support vendor returns, repair tracking, and RMA documentation
- Provide administrative support during shutdowns or high-activity periods

Qualifications

Education

- High School Diploma or GED equivalent required

Experience

- 1–3 years of administrative or warehouse experience preferred
- Experience with inventory systems or ERP/WMS software considered an asset
- Experience operating warehouse equipment (e.g., forklift, telehandler) and performing loading/unloading of materials is considered an asset

Knowledge, Skills & Abilities

- Strong computer skills, including ERP systems (experience with **Acumatica ERP** considered a strong asset) and **Microsoft Excel**, **Microsoft Outlook**, and **Microsoft Word**
- High attention to detail and accuracy in data entry and documentation
- Strong organizational and time management skills
- Effective communication skills for coordinating with multiple departments (Warehouse, Procurement, Maintenance)
- Ability to prioritize tasks and work independently in a fast-paced environment
- Commitment to safety and adherence to site procedures

Working Conditions

- Camp-based role at a remote mining operation
- 12-hour shifts on a 4/3 rotation
- Collaborative work environment supporting site operations

Teamwork, Culture & Growth Mindset

- Contribute to a respectful and collaborative team environment
- Demonstrate a strong commitment to safety and operational excellence
- Support continuous improvement within warehouse and inventory processes
- Adapt to changing operational priorities with professionalism

Perks & Benefits

Work-Life Balance

- 4 days on / 3 days off rotation
- Camp accommodations and meals provided for none-local candidate

Competitive Compensation

- Competitive salary based on experience
- Vacation and benefits package

Career Development

- Opportunity to support site operations and supply chain efficiency
- Work alongside experienced warehouse, procurement, and operations teams

Equity, Diversity & Inclusion

1911 Gold Corporation is committed to fostering an inclusive, respectful, and diverse workplace. Accommodations are available upon request throughout the recruitment process.

Please submit your resume and cover letter to: careers@1911gold.com