



Position Title	Warehouse Clerk
Division	Empire State Mines
Department	Procurement
Reports To	Procurement Supervisor
Location	408 Sylvia Lake, Gouverneur, New York
Work Arrangement	On-site
Salary	\$21-\$23 per hour plus overtime pay and benefits

Empire State Mines is currently seeking an individual to fill the role of **Warehouse Clerk** at its mine operation. Located within 2-hour drive of The Thousand Islands, Lake Ontario shoreline, the Adirondack Mountains and world class skiing at Lake Placid. Explore Canada with Montreal and Ottawa only 2-3 hours away.

Purpose and Scope

Titan Mining Corporation is a Canadian-based mining company which owns the Empire State Mines, a group of 100%-owned high-grade zinc mines located in a historic mining district in St. Lawrence County, New York. The company is focused on near-mine and district exploration as well as development of its Kilbourne Graphite Project. The company is committed to operational excellence, prudent growth and sustainable development.

Duties and Responsibilities

- Assist with locating materials, equipment, and supplies in our surface and underground warehouses;
- Maintain records of goods requested and received;
- Receive, inventory, and stock the delivery of materials, equipment, and supplies to the surface and underground warehouses;
- Communicate with personnel regarding distributing materials, equipment, machinery, and supplies;
- Analyze needs and product requirements;
- Maintain computerized warehouse records;
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work;
- Conducting inventory cycle counts as directed by warehouse leader;
- Operate tractors and forklift to transport supplies;
- Capable of lifting 50 lbs. from ground to shelf (4 feet high);
- Select, check, maintain and use proper PPE ;
- Perform initial checks of workplace and equipment following the safety system and continue to use this system throughout the shift;
- Safe and efficient preparation of the worksite before work commences;
- Report any unsafe condition or act to supervision immediately and rectify or isolate immediately if possible;
- Additional duties as assigned.

Competencies, Skills, and Knowledge

- Computer knowledge and computer experience specifically in using Office Suite and QuickBooks preferable;
- Strong organizational skills with the ability to multi-task;
- Effective communication in English with co-workers in order to maintain warehouse procedures;
- Ability to work in the US.

The above reflects the general duties considered to describe the principal functions of the job and shall not be construed as a detailed job description of all work requirements that may be inherent in the job. This description is for information purposes only. Terms or conditions of employment are subject to change as may be deemed necessary by the Company to maintain safe and efficient operation.

EMPIRE STATE MINES offers:

401K Retirement Plan including additional employer contribution of **5% of gross wages weekly**.
 Excellus Medical plan with low employee contribution, **FREE** Vision, Dental, and Life Insurances
 Paid Vacation, Holidays, and Sick Time Off

To join this growing team today, submit resume and cover letter specific to the desired job to:

Email: jobs@titanminingcorp.com