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Gouverneur, NY 13642

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EMPIRE STATE MINES

Job Position: **Warehouse Clerk**
Location: Gouverneur, New York
Employer: Empire State Mines, a Titan Mining Corporation Company
Posted Date: 2024 MAY

Empire State Mines is currently seeking a professional to fill the role of **WAREHOUSE CLERK** at its underground zinc operation. This position is based at the Empire State Mine site in northern New York State.

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.

Technical Competencies:

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

EMPIRE STATE MINES offers:

- **Competitive Pay \$20-22 per hour contingent on experience and skills, plus overtime & holiday rates**
- 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 the ESM Team today, go to www.titanminingcorp.com/contact/careers/ and click on "Contact Human Resources Today" to upload your resume or email resume specific to the job you are interested in to:

Email: Jobs@titanminingcorp.com

Fax: (315) 535-3253