

WAREHOUSE TECHNICIAN

SUMMARY

The Warehouse Technician is responsible for warehousing and purchasing duties, including receiving, storing, and distributing materials, tools, equipment, and products within the Lucky Friday Warehouses, assisting with inventory management, and purchasing as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Develop and implement daily, weekly, and monthly schedules for maintenance activities.

- Data entry and daily input of material issues. Review ship sheet for appropriate approvals and account numbers, and maintain ship sheet.
- Prepares outgoing shipping documents domestic and international as required.
- Filing
- Logs and packs items on daily underground shipment log.
- Matches items received to purchase order.
- Cleaning and upkeep of warehouse.
- Puts supplies and stock away as they are received.
- Creates, runs and reconciles cycle counts.
- Identifies damaged, lost, or surplus goods and materials stored in warehouse. Relabels bins as needed.
- Works the window to answer questions and assist employees.
- Operates forklift.
- Troubleshoots inventory problems as they arise.
- Follows up and resolves with Accounts Payable any invoice discrepancies, ensuring costs in the system are accurate.
- Drives company vehicle to run errands.
- Answers and directs phone calls from main switchboard.
- Purchases materials, supplies, equipment, and services used by the mine as needed.
- Complies with applicable environmental laws and regulations. Conducts activities and work in an environmentally responsible manner. Is aware of procedures to minimize impacts to the environment. Follows and understands MSHA rules and regulations, SOP and work area instructions, participates in safety activities. Must be willing to comply with all company policies and procedures.
- Communicate with co-workers, management, outside contractors and vendors, and employees in a courteous and professional manner.

MINIMUM QUALIFICATIONS

- High School graduate or equivalent.
- Prior experience in a warehouse setting.
- Prior purchasing experience preferred.
- Proficient Microsoft Office, including Outlook, Word, and Excel.
- Forklift certified or the ability to become certified.
- Experience with IFS inventory management system preferred.
- Prior experience in the mining sector preferred.
- Must be able to work independently, as well as a member of a team.
- Must be self-motivated.

About Hecla and the Lucky Friday Mine

The Lucky Friday Mine is a deep underground silver, lead, and zinc mine located one mile east of the town of Mullan in the Coeur d'Alene Mining District in northern Idaho. The Lucky Friday has been owned and operated by Hecla Mining Company, headquartered in Coeur d'Alene, Idaho, since 1958. Established in 1891 in one of the world's most prolific silver-producing districts, northern Idaho's Silver Valley, Hecla Mining Company's rich history of mining has distinguished it as a respected precious metals producer.

Hecla is the oldest U.S.-based precious metals mining company in North America and the largest producer of silver in the U.S. Headquartered in Coeur d'Alene, Idaho, with a sister office in Vancouver, B.C., our international, publicly traded company is over 125 years old.

Hecla Limited, Lucky Friday Mine is pleased to offer competitive compensation commensurate with education and experience, and a comprehensive benefits program that includes health & welfare, income protection, paid time off and retirement plans for employees, including medical, dental, and vision coverage for eligible dependents.

Interested candidates must possess authorization to work in the United States. Applications and/or resumes may be sent via e-mail to resume@hecla-mining.com, faxed to 208.545.3327, or mailed to:

Human Resources
Hecla Limited, Lucky Friday Mine
P.O. Box 31
Mullan, ID 83846

Hecla Limited, Lucky Friday Mine is an Equal Opportunity Employer
Visit our website at www.hecla-mining.com for more information about Hecla and the Lucky Friday Mine.