



WAREHOUSE TECHNICIAN

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- 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 all warehouse locations.
- Re-stocking in all warehouse locations.
- Puts supplies and stock away as they are received.
- Creates, runs and reconciles cycle counts for all inventory.
- Identifies damaged, lost, or surplus goods and materials stored in all warehouse locations.
- Relabels bins as needed.
- Works the window to answer questions and assist employees.
- Operates forklift.
- Troubleshoots inventory problems as they arise.
- Ensures stock is suitably stored.
- Drives company vehicle to run errands.
- Communicates 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.
- 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.

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.