

Inventory Logistics Coordinator

Project:	Voisey's Bay
Location:	East coast of Labrador (approximately 350 km North of Goose Bay and 35 km Southwest of Nain).
Rotation:	2 weeks in 2 weeks out
Shift Length:	12 hours
Travel:	Provided from airport closest to point of hire
Accommodation:	Remote site – camp setting
Compensation:	Redpath Limited offers comprehensive benefits
Estimated length of Job:	1 Year

All interested parties can apply to Redpath Limited website at:

<http://www.redpathmining.com/careers/> or Innu Nation members and Nunatsiavut beneficiaries can also apply

by forwarding their application to Vale's Aboriginal Employment Coordinator.

Please ensure you include your full name, address, community and province when applying

Closing Date: September 4, 2026

Scope of work:

Innu Inuit Redpath Limited Partnership (IIR) is mining contractor that operates projects in 2 underground mines located on the east coast of Labrador, approximately 350 km north of Goose Bay. The work consists of building/ installing mine infrastructure such as high pressure doors, regulator walls, wash bays, maintenance bays, fuel bay, etc.

Job Summary:

The Inventory Logistics Coordinator is responsible for coordinating and expediting shipments to and from the project site. This position is also responsible for Material Logistics for the purposes of ensuring (client) inventory and logistics needs are met in a professional manner. The purpose of the position is to add value to the bottom line by

providing excellent service to its internal customers, managing supplier relationships and utilizing efficient business processes.

Duties and Responsibilities:

- Perform shipping and receiving functions.
- Coordinate and expedite shipments to and from project sites and subsidiaries.
- Review staging is and container for setting up proper location and tracking documentation.
- Generate and maintain up to date accurate filing of all domestic and documents on incoming and outgoing shipments.
- Identify and count parts, materials, equipment and maintain inventory control.
- Asset transfers for Mobile equipment.
- Liaise with supply and logistics vendors as well as internal and external clients.
- Ensure and maintain accurate up to date records of materials and goods shipped.
- Operate Company's equipment as required as per valid certifications and training.
- Allocate invoices to proper accounts via (client) systems.
- Maintain confidentiality with respect to Redpath and client information.
- Reads, understand and follows regulations, policies and procedures and updates relevant for goods, dangerous goods, wood packaging.
- Identify opportunities for cost saving/cost avoidance.
- Manage inventory performance, stock items, replenishment process.
- Execute inventory management strategies.
- Ensure processes to manage obsolete materials are followed.
- Manage the reverse logistic of material for credit to suppliers from site demobilization.
- Interface with user groups to ensure effective inventory support.
- Support annual audit requirements.
- Input and Maintain data for inventory items in the inventory management system.
- Input and Maintain data for Direct charge items.
- Liaise with operations personnel responsible for inventory management to ensure effective and efficient buying of materials.
- Set up of material master for inventory items and associate to BOM.
- Analyze periodically inventory usages, i.e. min / max levels, turn ratios, obsolescence, etc.
- Create, expedite purchase orders as required.
- Ensure adequate systems are in place to allow utilization of efficient business processes
- Understanding the business process as it relates to Procurement and Logistics and translate the needs into deliverables.
- Generate requisition into purchasing interface.
- Prepare material for underground shipment.
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Required Skills and Qualifications:

Education

- Diploma or Degree in Business with Supply Chain & Logistics Management is preferred.
- Certifications in Supply Chain (SCMP, CPIM, CSCP, etc.) is preferred

Work Experience:

- 3 Years' Supply Chain experience
- Experience in Mining or related industry is preferred

Computer Skills

- Advanced skills in MS Office (Excel, Outlook, PowerPoint and MS Word)
- MS Visio
- MS Projects
- Adobe Professional
- MS SharePoint
- SAP
- MS Internet Explorer
- Fax/Photocopier Equipment
- Telephone Systems

Knowledge Required

- Possess organizational, problem solving, and planning skills.
- Knowledge of mining industry, mining equipment and consumables.
- Knowledge and understanding of complexity in shipping to and from remote areas and other countries.
- Excellent computer skills.
- Ability to multi-task, identify priorities and able to shift priorities in a changing work environment.
- Possess high level of communication and interpersonal skills.
- Maintain positive vendor relationships.
- Ability to work independently and collaboratively
- Experience in Oracle Fusion Procurement module an asset.
- Ability to organize, multi-task and identify priorities.
- Knowledge of General Mining Practices and Terms.
- Knowledge of Generally Accepted Accounting Principles, Tax Laws, and Financial Terms.
- Negotiation skills.
- High computer proficiency skills.
- Possess high level of communication and interpersonal skills

Health and Safety:

- Have the authority and responsibility to maintain a safe and efficient working environment
- Follow Company and Client health and safety standards and report all unsafe acts or conditions to supervisor
- Responsible to ensure proper use and maintenance of personal protective equipment
- Work in accordance with local legislation

Pre-employment requirement:

- Drug test
- Medical
- Criminal background check

*IIR recognizes the Impact & Benefits Agreements with the Innu Nation & the Nunatsiavut Government in which Innu & Inuit workers have first preference for employment at Voisey's Bay Site. It also recognizes a commitment to give qualified workers from Labrador priority for employment opportunities.
IIR is an equal opportunity employer.*