

# Hycroft Resources & Development Inc

## Warehouse Technician

Winnemucca, NV 89445

Hycroft Mining Corporation is a US-based gold and silver mining company, which operates its wholly owned Hycroft open pit, gold and silver mine located an hour southwest of Winnemucca, Nevada.

### Job Summary

The Warehouse Technician will perform duties associated with issuing, storage, shipping, receiving and physical counts of assets in a warehouse setting. Prepares orders by processing and staging material, packing boxes, placing orders in delivery area. Completes tasks assigned by Senior Buyer or Supply Chain Manager.

### Responsibilities:

- Issue parts, supplies and equipment from the warehouse by reading pick tickets and picking inventory items from the correct bin location.
- Receive incoming parts and supplies verifying packing lists to system receiving reports.
- Tag incoming inventory items with the correct stock code.
- Scan and electronically file receiving documents and custody documents.
- Shelf incoming parts and supplies to the proper bin location after tagging.
- Assist in moving, cleaning and re-tagging parts as necessary.
- Using an inventory stock count sheet, accurately count and record daily stock counts.
- Perform inventory recounts to reconcile count discrepancies.
- Accurately enter data into an inventory management system using a PC.
- Assist in removing inventory items identified as obsolete or no longer required.
- Reconcile missing or incorrect inventory items.
- Maintain a variety of files and records.
- Verify accuracy of information, research discrepancies, update records, compile and process warehouse reports as assigned.
- Operate appropriate equipment including a forklift, pallet jack, and office machines.
- Maintain the warehouse in a safe, clean, and orderly manner by sweeping, dusting and other maintenance activities.
- Completes special projects which may include reorganization of a specific area or creation of a new process or procedure as guided by the Warehouse Supervisor.
- Escort delivery trucks to unloading locations.
- Work effectively as part of the warehouse team.
- Other duties as assigned.

### Requirements:

- Minimum of 1 year experience as a warehouse technician and mining industry experience preferred.
- A willingness to learn inventory managements processes.

- A good understanding of business software including word processing, spreadsheets, and email.
- Some experience with inventory management software.
- Effective communication skills required.
- Maintain a good attendance record
- Ability to work independently with little or no supervision,
- Exhibits honest and ethical behavior
- Requires attention to detail and being thorough in completing work tasks required.
- Requires proven safety, reliability, dependability, and fulfilling obligations.
- Accurate inventory management activities.
- Provide excellent customer service to warehouse clients.

### **Health, Safety, and Environmental**

- Adheres to all safety and environmental considerations.
- Have a strong commitment to safe working practices.
- Always wears Personal Protective Equipment while in the production environment.
- Is alert and observes, corrects, and reports unsafe conditions.
- Follows operating procedures and complies with all regulatory requirements.

### **Benefits/Culture**

- This an Hourly Position based on experience.
- As an employee of Hycroft Mining you will get a Great competitive benefits package including:
- 401(k) with 6% dollar for dollar, vested date of hire
- Medical, Dental, Vision Insurance
- Life Insurance
- Voluntary life insurance options for family members
- Employee Assistance Program
- Short Term and Long-Term Disability

**Accessibility: If you need an accommodation as part of the employment process please contact  
Human Resources at  
Phone: 775-623-5260  
Email: [hr@hycroftmining.com](mailto:hr@hycroftmining.com)**