

## **Coordinator, Materials**

Copper Mountain Mining Corporation is a TSX/ASX listed copper producer, developer, and explorer in world-class mining jurisdictions. Copper Mountain's flagship asset is the 75% owned Copper Mountain mine located in southern British Columbia near the town of Princeton. The Copper Mountain mine has a +30-year mine life based on resources and produces over 100 million pounds of copper equivalent per year with exceptional upside.

The Company also has the development-stage Eva Copper Project in Queensland, Australia in addition to an extensive 210,000 hectare highly prospective land package in the Mount Isa district. Headquartered in Vancouver, BC, Copper Mountain trades on the Toronto Stock Exchange under the symbol "CMMC" and the Australian Stock Exchange under the symbol "C6C".

### **Become a Part of Our Team**

As we continue to grow Copper Mountain Mining Corporation, many career development opportunities are available for motivated and goal-oriented individuals.

Work with us and you will benefit from the mentorship and guidance of experienced team members because we understand that to accomplish our goals, we must work as a team and rely on the effort of every team member.

### **Position**

#### **Coordinator, Materials**

### **Location**

Copper Mountain Mine, is located near the town of Princeton, British Columbia at the center of the scenic Similkameen Valley. Princeton is a community-oriented town with a diverse offering of activities, especially for those who love the outdoors. Princeton is also in close proximity to both the city of Vancouver and the Okanagan.

### **Summary**

Reporting to the Superintendent, Mine Maintenance, the Coordinator, Materials is responsible for tracking and organizing materials as a kit and or packages for planned work. In addition, the Coordinator of Materials provides input to the schedule and in some cases is assigned to expedite materials to ensure all materials are on-site to schedule the work as a component of the work management process.

This is a temporary 5-month full-time role on a 5/2 rotation, Monday to Friday.

### **Key Responsibilities**

- Provides input to the planning of approved work orders for Material procurement and execution prior to the Target Start Date, as assigned,
- Moves materials, tools, or other resources to specific locations,
- Executes the business process for procuring resources for scheduled work orders,
- Inspects components for quality specifications and authority levels set out in the system documentation,

- Reviews on daily basis the Work Order Task Status Report to track upcoming work,
- Demonstrates a safe work environment, ensuring maximum production compliance with CMM's Health, Safety and Environmental Programs and the BC Mines Act,
- Tracks delivery/availability of materials and tools to meet the scheduled start date for work,
- Escalates immediately to the appropriate supervisor any doubt on the delivery or availability of materials or tools for the scheduled start date for work,
- Reviews the Materials Tracking Reports specifically on backorders and potentially missing deliverables,
- Assembles, identifies, and labels materials and tools for each work package,
- Provides input when critical issues, synergies, and conflicts have been identified for the longer-term schedule,
- Locates manually materials and tools prior to the scheduled start for work,
- Moves work package materials and tools to the nominated pick-up point or arranges for their move prior to the scheduled start,
- Sources materials for urgent work,
- Assists, when is necessary, with the return of tools/materials after work is completed,
- Complies with applicable legislation, standards, policies, and procedures,
- Exhibits effective Team Leadership and Team Membership behaviours,
- Performs any other responsibilities related to the Coordinator, Materials role as required or as assigned by the department head.

### **Education & Experience**

- High School Diploma or General Educational Development (GED),
- Post-secondary diploma in Purchasing, Logistics, or Supply Chain Management is considered an asset,
- Red Seal Tradesperson Certificate is considered an asset,
- Experience with Supply Chain Management or in parts is considered an asset,
- Experience in IBM Maximo work management and procurement process is considered an asset,
- Proficiency in Microsoft Suite with advanced knowledge of Microsoft Office application Excel,
- Possess a valid Class 5 driver's license and have access to personal transportation.

### **Required Skills**

- Ability to effectively communicate, verbally and in writing, coupled with exceptional interpersonal skills,
- Strong organizational, prioritization, and time management skills,
- Adept to work efficiently and in a safe manner without supervision,
- Ability to work collaboratively with other team members in a positive manner,
- Skill in working well in a fast-paced, dynamic environment and possessing a strong work ethic,
- Required to meet pre-employment testing requirements.

### **Working Conditions**

- Work includes a team environment with regularly scheduled and ad-hoc meetings,

- Work requires meeting the physical demands of the position, heavy lifting and moving items and equipment up to 50 pounds, awkward positions, walking and standing.

### To Apply

To apply, please send your cover letter and resume to [humanresources@cumtn.com](mailto:humanresources@cumtn.com). Please include '**Coordinator, Materials**' in the subject line of your email response.

Copper Mountain Mine is an equal opportunity employer committed to diversity, equity, and inclusion. While we consider all qualified applicants for employment and thank all applicants for their interest, only those selected for an interview will be contacted.