

Buyer

Overview of Property

The Greens Creek Mine, located on Admiralty Island, 18 miles south of Juneau, is an underground polymetallic mine employing approximately 320 people. The mine is owned and operated by Hecla Mining Company, headquartered in Coeur D'Alene, Idaho. Established in 1891, Hecla has a rich history as a distinguished and respected precious metals producer. Winner of numerous safety and environmental awards, Greens Creek is seeking new team members committed to professional growth and success.

Health & Welfare Benefits

Greens Creek is pleased to offer competitive compensation and a comprehensive and flexible benefit plan to provide Health and Welfare, and income protection coverage for employees and their eligible dependents. Employees can customize their benefit plans to the level of coverage desired as well as to the needs of their dependents. In addition to the flexible coverage options, the company makes a significant contribution towards the cost of the benefits.

Community

Juneau, Alaska's capital is the third largest city in the state. Like Alaska, Juneau is full of contrasts, a sophisticated cosmopolitan city in the heart of the Tongass National Forest. Nestled at the base of mountains overlooking the Gastineau Channel, Juneau is surrounded by intercoastal waterways, lush rain forests, rugged mountainsides and awe-inspiring glaciers. This small city has it all, the adventure of the "last frontier" as well as good education system, year round cultural and sports activities, a wide variety of entertainment, world class fishing and wildlife viewing, temperate weather and a strong sense of community. Juneau is also rich in mining history and Greens Creek is proud to contribute to that heritage by operating in a safe and environmentally responsible manner.

Essential Functions and Responsibilities of the Position:

Procure operational direct-charge items in association with Materials Supervisor. Review system-generated inventory orders. Evaluate inventory items for appropriate stocking levels, modify reorder points and order as appropriate. Develop sources of supply, maintain purchasing records, follow price trends and perform availability lead-time checks.

Assist Materials Supervisor in the development and monitoring of purchasing agreements, authorize and release orders per agreements.

Review new stock item requests. Take appropriate action based on inventory plan, storage capability, and forecast consumption. Make inventory recommendations. Request and review quotations, prepare summaries.

Develop appropriate purchasing reference library including parts manual, cross-reference material and general supply catalogs necessary to support procurement. Perform expediting services; communicate order status to customers as appropriate.

Perform supply close procedures. Review invoices for price discrepancies, freight terms and assist accounts payable with timely settlements of outstanding issues.

Provide guidance to warehouse personnel as required.

Other duties may be assigned.

Employees must comply with attendance, safety, environmental and HR policies. Successful candidate must demonstrate the following behavioral skills: productive communication, cooperation, productivity, initiative, creativity, dependability.

While performing the duties of this job, employees may be frequently required to stand, walk or sit for extended periods of time; use hand and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; regularly required to talk and hear. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision requirements for this job include close vision, distance vision, and the ability to adjust focus.

Employees may be frequently exposed to underground work environments; outside weather conditions, wet and/or humid conditions; extreme cold, extreme heat, potentially hazardous wildlife; moving mechanical parts; high precarious places; fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in most work environments is usually very loud. This position may require work on nights, weekends and rotating shifts; shift schedules may require residency in on-island camp during work rotations.

Education Requirements

Business Administration, Purchasing, or Related Degree from a four-year college preferred; equivalent experience may be acceptable to meet degree requirements.

Experience

Two years experience in purchasing or related position, preferably within the mining industry.

Applications & Resumes

Pay is based on experience and includes a competitive benefits program. Applicants must possess current authorization to work in the United States. Resumes are welcome but **must be attached to an official application form**. Application

forms can be obtained from Juneau Job Center or at www.greencreek.com/recruiting.html and completed applications should be forwarded to:

**Juneau Job Center
10002 Glacier Hwy #200
Juneau, Alaska 99801
Phone : 907.465.4562
Fax : 907.465.2984**

**Recruitment open until filled.
Hecla Greens Creek is an Equal Opportunity Employer.
Please visit our website at www.greencreek.com
Please visit our recruiting page at www.greencreek.com/recruiting.html**