

CANADA FLUORSPAR (NL) INC.

Product Delivery Coordinator

We are currently seeking applications from qualified individuals interested in joining our team in the newly created permanent position of **Product Delivery Coordinator**. Reporting to Procurement and Logistics, in this key role the incumbent will coordinate quality testing, storage and shipment of our final concentrate product to our customers. Duties will include:

On a Regular Basis:

- Formally monitoring and documenting concentrate production levels, adherence to production delivery spec and storage usage/capacity.
- Coordinating the collection of product samples at defined intervals for submission to the onsite lab for analysis. Documentation of results to occur in real time as received.
- Contributing to production planning, providing strategic reviews and action plans to ensure delivery targets are met.
- Implementing and enforcing all safety protocol and procedures.
- Perform miscellaneous labour activities as may be required to ensure efficient and effective maintenance of the scale and concrete.

DURING PRODUCT SHIPMENT:

- Stage shipping areas both on site as well as at the loading pier to maximize efficient operations.
- Direct loading activities including:
 - trucks entering/leaving the load out area
 - ensure all paperwork is completed and catalogued as required
 - Coordinate the collection of product samples at required intervals for submission to the onsite lab for analysis. Adjust material loading as required to maintain spec.
- Ensure product stockpiles are of same material and segregated
- Adhere to strict safety procedures to ensure scale is maintained and certifications are current.

EDUCATION / EXPERIENCE / SKILL

- Graduation from an accredited technical program with a specialization in chemical, process or manufacturing technology; relevant trades certification; or other combinations of education and experience as deemed appropriate.
- Excellent communication skills, oral and written, including a high degree of proficiency in MS Office, including Word, Excel and Power Point.
- Understanding of loading tools and ability to operate a skid steer, forklift and other industrial equipment; experience with weight scales an asset.
- Previous experience working on a heavy industrial/mining production site required.
- Self-motivated and active team player, with strong communication skills and with the ability to read and understand work instructions

To apply, please forward a cover letter and resume by **5:00 PM** on **Tuesday September 17th, 2019** to:

Posting #2019-062 – Product Delivery Coordinator

Attn: Human Resources Department

Email: careers@canadafluorspar.com

Fax: (709) 873-3335

CFI is an equal opportunity employer. We encourage all qualified applicants to apply. We thank all applicants for their interest, however, only those considered for an interview will be contacted.