



JOB POSTING

Posting Date: June 6, 2018

Closing Date: Until filled

Alexco Resource Corp. owns the Keno Hill Silver District located in Yukon, Canada. Alexco is advancing the Keno Hill District towards a production decision with the development of two underground deposits and the preparation of a Pre-Feasibility Study in the later half of 2018. This is a great opportunity to be part of the team that is building out a world class silver asset in Canada. As part of the district development team, Alexco is currently seeking the following:

PURCHASER (1 Vacancy)

Reporting to the Site Services Manager, this is a full time permanent position working a 14 day on / 14 day off rotation, with 12 hour work days at our Keno Hill District located near Elsa, Yukon.

Key Responsibilities

- Create purchase orders on online PO system (Aestiva) from various Alexco departments;
- Research goods and services based on: quality, specifications, price, availability, delivery, freight.
- Ensure PO approval processes are followed according to Alexco authorization processes;
- Facilitate accurate and effective communications between purchase requestor and vendor to ensure expectations and requirements are being fulfilled;
- Establish and maintain good relationships with the supply chain and freight companies;
- Receive goods and services into online PO system once items are verified as received;
- Maintain timely control of orders, amendments, shipping notices and other documents to ensure accurate retention of records to maintain Audit compliance.
- Establish and maintain effective communication processes with cross shift to ensure a smooth transition each rotation;
- Conduct period inventory counts as required.

Mandatory Skills and Education

- 3+ years previous purchasing experience at a mining or other industrial operation including transportation/logistics, materials management;
- Excellent written and verbal communication skills and strong analytical and problem solving skills;
- First rate document management and computer skills (MS Excel, MS Word, Outlook, online PO System);
- Works well unsupervised as well as within a team setting;
- Ability to work in a fast paced, high volume environment with flexibility;
- Experience working in a safety sensitive environment obtaining an excellent past safety record;

All qualified applications are requested to submit resume and cover letter outlining relevant experience and education to the attention of Human Resources at hr@alexcoresource.com or in person at Unit 2 Calcite Business Centre, 151 Industrial Road, Whitehorse, Yukon. Start date: mid July 2018

Location of work: Elsa, Yukon (remote camp). Preference will be given to current residents of the Yukon. Rate of pay will be commensurate with experience. Alexco provides a comprehensive group benefits package comparable to industry standards. Pre-employment testing will be a Condition of Employment (drug and alcohol, hearing, etc). Only candidates whose qualifications meet our requirements will be contacted. No phone calls please.

Head Office

Whitehorse Office

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