



## Shift Supply Coordinator

**FLSA CLASSIFICATION:** Exempt

**GRADE ASSIGNMENT:** EX09

**JOB LOCATION:** Leer South Mining Complex, Philippi, WV

**OVERALL JOB PURPOSE:** Liaison between the warehouse and underground personnel in regards to supplies.

### **RESPONSIBILITIES INCLUDE:**

- Implements all safety policies and procedures.
- Attend day and evening shift meetings to be aware of the supplies that will be needed and what was been completed on prior shifts.
- Oversee the motor crew on each shift, scheduling materials they will be taking in and bringing out.
- Coordinate supplies underground on a regular basis
- Communicate with motor crews on shift and supply the next two shifts of work to complete.
- Responsible for working with core recovery from Warehouse
- Plans, organizes, schedules and coordinates with mine management all mining projects
- Instruct employees in the proper performance of each task and advise them of any associated hazards.
- Monitor section supplies to keep adequate amounts of materials on hand and stored in an orderly manner to preclude unnecessary loss of and damage to materials.
- Assures performance standards are maintained.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **PREFERRED EDUCATION & EXPERIENCE:**

- Minimum five (5) years of progressive underground mining experience with two (2) years underground supervisory experience preferred
- West Virginia Mine Foreman's certifications required
- High school diploma or GED
- Warehouse experience
- Excellent verbal and written communications skills
- Computer skills in Microsoft Excel and Word

**POSITION WILL REPORT TO:** Supply Coordinator

Qualified candidates interested in this position can apply online at <https://wolfrun.aaimtrack.com>