



TSX.V: ELBM  
OTCQX: ELBMF

## **LOGISTICS COORDINATOR**

Location: Cobalt Refinery, Cobalt, Ontario

Reference No: 2022-017

Position Type: Full-Time

Rate of Pay: Salary, Commensurate with experience and qualifications

### **ABOUT ELECTRA BATTERY MATERIALS**

Electra is planning to build North America's only fully integrated, localized and environmentally sustainable battery materials complex. Leveraging the company's own mining assets and business partners, the Electra Battery Materials Park will host cobalt and nickel sulfate production plants, a large-scale lithium-ion battery recycling facility, and battery precursor materials production, which will serve both North American and global customers. Electra Battery Materials is an integral part of the North American battery supply chain, providing low-carbon, sustainable and traceable raw materials for the region's fast growing electric vehicle industry.

### **RESPONSIBILITIES**

Below is a list of primary duties and responsibilities for the Logistics Coordinator at the Cobalt Refinery, initially as part of the owner's project team provide both logistics and purchasing support for the site, namely

- Oversee, coordinate and monitor all supply chain operations;
- Organize, review and make recommendations to management on logistics contracts;
- Analyze and optimize logistical procedures;
- Coordinate and manage transportation, storage, and inventory;
- Manage and coordinate all on site logistics, including feed storage and handling, product and reagent storage and handling as well as on site traffic plans;
- Issue purchase orders and follow up with suppliers as directed;
- Gain information on appropriate logistical software systems, make recommendation to management on selected software, implement its use in the plant
- Supervise orders and arrange stocking of raw materials and equipment to ensure needs are met;
- Organize warehouses on site so that they comply with all material handling regulations and are kept in compliance;
- Manage correspondence with suppliers, retailers and customers to achieve profitable deals and mutual satisfaction;
- Facilitate the monitoring of incoming and outgoing freight to ensure accuracy while following the proper procedures;
- Responsible for maintaining accounts through data management and reporting;
- Maintain logs and records of stock and executed orders;
- Participate in defining and implementing new logistics processes;
- Observe and improve internal processes as required;
- Other duties as assigned by management; and
- This role will report directly to the Site Services Superintendent.

## **QUALIFICATIONS**

- A Bachelor's Degree in Logistics, Business Analytics, or related field preferred;
- 5+ years' experience in logistics management;
- Past work experience in process plants an asset;
- Working knowledge of legal regulations and requirements;
- Proven ability to work in a team environment demonstrating excellent communication skills to subordinates, peer group and management;
- Superior organizational, problem solving and time management skills;
- Excellent written and oral communications; and
- High level of computer literacy in MS Windows and MS Office applications.

## **WHY JOIN ELECTRA BATTERY MATERIALS?**

Together, we will power a better path forward. Be a part of a fast-growing team, as we succeed in becoming North America's first integrated battery materials park, providing battery grade materials for the electric vehicle revolution. Our success is contingent on the hard work and dedication of our people. Electra Battery Materials rewards team members through:

- Recognition and results-driven compensation
- Training and development opportunities
- Health and wellbeing
- Ongoing communication and two-way feedback

If you are a passionate, committed, and dynamic individual, please submit your resume in confidence to [careers@ElectraBMC.com](mailto:careers@ElectraBMC.com). Please note that only qualified candidates selected for an interview will be contacted.

Electra Battery Materials is an equal opportunity employer. We are committed to providing an environment of mutual respect and we believe that diversity and inclusion among our team members is critical to our success. We are committed to creating an inclusive environment for all employees and decisions to hire or promote will be based on merit, competence, performance, and business requirements.