



The Project Coordinator will report directly to the project manager, he/she will be accountable for contractor coordination/supervision on surface and underground along with safe efficient coordination of activities to support the execution of the Fenelon Project requirements. Contribute to organizational and process improvement by working with operational and mine technical services teams to identify areas of potential improvement, facilitating innovative problem solving, and providing technical expertise in the development of practical solutions.

## Project Coordinator

The Coordinator's primary task will be to ensure safe, efficient collaboration and coordination of the project field activities and ensure they are as per expectations, schedules and report all deviations or take steps required to rectify deviation from expected performance standards.

### Job Details

- The Coordinator will support the construction/development contractors to successfully execute the various projects being completed under the project through effective communication with the company stakeholders, safety and quality specialists, project manager, engineers and planners as appropriate.
- Provide site specific construction/mining expertise, ensuring company policies and procedures are adhered to and enforce expectations to align with the needs of site and procurement contracts. Review, monitor and report deficiencies of all project and site processes (progress, time sheets, meeting structure, schedule expectations, safety inspection completions and compliance, reporting of incidents, etc.).
- Work with internal and external engineering teams regarding technical documentation requirements, schematic requirements and quality control objectives during procurement and execution.

### Qualifications

- Technicien en géologie ou expérience équivalente
- Expérience de travail pertinente de 1 an et plus, un atout
- Physiquement en forme et capable de soulever 35 livres
- Capacité d'opérer différents équipements mécaniques (chargeuse, élévateur) un atout
- Compréhension de base en Excel
- Modules miniers, un atout.
- Motivé, proactif, capacité de résoudre des problèmes, esprit d'équipe



## Key Expectations:

- Contribute to the provision of a safe and healthy workplace by ensuring all technical/operational plans, procedures and processes incorporate best practices.
- Ensure all work is undertaken in accordance with relevant SH&E requirements at all times.
- Assist in the identification of hazards that may present a Safety, Environmental, or Production problem and the formulation of actions to control such situations.
- To contribute to business improvements through contributing to short-term and long-term planning, productivity initiatives and engineering solutions.
- Working with site personnel to provide design and solutions that meet priorities.
- Ensure projects are managed within the agreed contracts, budget, delivered on time and to specification and to seek opportunities for cost reduction and productivity improvement.
- Actively contribute to and support interdependency and continuous improvement within the company and contractors across the site.
- Participate in mining studies to define proper mining methods, system and infrastructure design, equipment selection, mine site facilities, and capital and operating costs
- Participate in implementing and/or coordinating construction projects related to improvement of existing facilities and mining processes
- Contribute to the assessment of contractors, manpower, capital and equipment requirements to meet project and/or mine operations objectives as required
- Set up processes to monitor project scope, schedule and cost. Recommend courses of action designed to maintain each as needed
- Coordinate and review detailed designs for equipment and infrastructure and provide technical input as required
- Monitor the underground activities to coordinate and prioritize the planning goals.
- Merge short-term plans into long-term plans to avoid bottlenecks.
- Ensure that underground designs are effectively implemented in the field.
- Participate in development and preparation of the annual budget as required

## Qualifications:

- 5 + years of coordination/ management field experience
- Previous hard rock mine experience is preferred
- Field experience with mining and civil
- Formal Mining Education or Operational/Project experience