**Role**: Site Project Coordinator

**Location** – Key Lake Mine

Pinehouse Business North (PBN Construction) is a northern Saskatchewan Aboriginal owned and operated company. PBN is hiring a **Site Project Coordinator** for one of our Major Projects based out of Key Lake Mine, Saskatchewan. This position is a contract position until October 31, 2024 working a 2 week on , 2 week off shift out of the Key Lake Mine Camp. Working directly with and reporting to the Project Manager (PM), this person will be responsible for tracking & communicating project performance including cost, schedule, quality, and project status. The ideal candidate will be self-motivated, detail-oriented, organized, computer literate, and capable of effectively communicating with a wide variety of project stakeholders.

**Scope/Project Details**

- 2 week on , 2 week off shift from May to October

- Working away at Key Lake Mine, all flights will be arranged and free to the employee

- Accommodations and Meals are supplied while away at site

**Specifically, you will:**

· Assist with completion of paperwork as directed by the PM including subcontracts, daily/weekly/monthly reports, weekly HSE stats, LEM’s, time sheets, equipment tracking, meeting minutes, shop drawings, monthly equipment hours, etc;

· Assist as directed by the PM on tracking & reporting production rates on daily basis;

· Assist the PM with resource planning and scheduling (both crew and equipment) including planning project flights, gate passes, permits, etc;

· Assist in creation of subcontract agreements and liaison any subcontractor requirements;

· Assist with implementation of PBN’s HSE program;

· Assist with the implementation of PBN’s QA/QC program;

· Procurement of supplies and materials needed for projects, including but not limited to sending out quotes, analysis of quotes for complete and accurate information, delivery dates, etc.;

· Assist the PM with required admin documents. Not limited to purchase orders, cost coding and tracking, invoice creation and tracking, LEM’s creation and any other possible administration duties;

· Assist the PM with change management process and associated paperwork, including but not limited to change orders, change directives, requests for information, etc;

· Ensure that the project folders and project documents are organized and maintained.

· Review contract documents, specifications, and drawings to assist in planning and execution;

· Assist the PM with construction schedule and complete updates and forecasting using MS Project;

· Review the schedule of values (cost control) and assist with updates and forecasting.

· Organize, schedule and arrange Travel requirements for crew member’s including booking hotel rooms, scheduling crew mobilization/demobilization and any other travel requirements for site crews as required;

· Take minutes at internal meetings, issue to project team;

· Other tasks and duties as assigned by the Project Manager;