



*Sk'atsin Resources LLP
740 Chief Neskonlith Dr.
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Chase, BC V0E 1M0
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PROJECT COORDINATOR/ASSISTANT PROJECT COORDINATOR

Summary

Sk'atsin Resources LLP is looking to hire a Project Coordinator or Assistant Project Coordinator to work on the Salmon Arm West Highway 1 expansion project.

You will be part of a team working closely with the Superintendents, Project Managers, Sub-contractors and Clients throughout the 2yr project lifecycle, with the intent to continue into a role on future projects with Springline Construction within BC.

To be successful in this position, you will be a motivated and professional individual with a strong interest in developing your coordination and leadership skills. Your success can be attributed to your strong interpersonal skills and ongoing focus on developing your skills to meet company objectives while demonstrating shared values of integrity, honesty, energy and teamwork

Key Responsibilities:

- Assisting Project Managers & Superintendents to ensure that delivery of critical elements are expedited and coordinated;
- Read drawings and specification and ensure work adheres to these;
- Work closely with Superintendent and crews onsite;
- Processing subcontracts and purchase orders, as well as assisting with progress claims;
- Participate and assist in implementation of site safety, quality and environmental management program(s);
- Quality control inspections;
- Prepare and manage site documentation such as RFI's, quality checklists etc.; and,
- Performing routine site visits, inspections and attending site meetings as requested by the Project Manager, documenting and distributing associated meeting minutes.

Required Knowledge and Skills:

- Some experience or desire to lead projects directly on your own;
- Excellent organizational, time management, verbal and written communication skills;
- Ability to establish positive working relationships with a variety of people;
- Proficiency using Microsoft Excel, Outlook and Word;

- The ability to work in a team environment;
- Completion of Engineering diploma or similar education or experience is an asset;
- Experience working in construction related roles is an asset; and,
- Familiarity with drawing reviews, contract administration, document management, scheduling software, change order procedures is an asset.

Job Type

The role is intended to be Full-time - Permanent, but a part time option may be considered.

Work Conditions

- Office and civil construction site environments
- Interacts with management and staff
- Overtime as required

Salary: Commensurate with experience and credentials

Application Deadline – Open until filled

Send resume and references to:

Sk'atsin Resources LLP
P.O Box 1096, Chase, BC V0E 1M0
Phone: 250-679-3296
Email: receptionist@skatsin.com

Preference will be given to qualified applicants of Aboriginal ancestry per Canada's Human Rights Act and legislative surrounding Employment Equity. Preference will also be given to Neskonalith, Adams Lake Indian Band, Little Shuswap Lake Band, Spltasin and Shuswap Indian Band Members.