



ST. LAWRENCE FLUORSPAR PROJECT

Project Coordinator

Canada Fluorspar (NL) Inc. is seeking a quick-minded, bright and energetic individual to fill the role of Project Coordinator.

Under the general direction of the **Mill General Foreperson**, this position will provide engineering support services to enhance the efficiency and cost effectiveness of construction activities at the St. Lawrence Fluorspar Project. This position is temporary in nature, six (6) to eight (8) months.

DUTIES / RESPONSIBILITIES

- Responsible for planning, coordinating and supervising construction activities including crew and equipment
- Maintain and manage plans, specifications, cost, and material estimates, subcontracts and related reports
- Evaluate project schedule progress and performance and identify developing problem areas
- Analyze critical path and constraints to determine effect of changes to schedule and recommend work-arounds
- Ensure consistent application of the business process, detailed collection and storage of information followed up by accurate and meaningful reporting

EDUCATION / EXPERIENCE / SKILL

- Degree in Engineering with a specialization in Electrical or Mechanical (preferred)
- Diploma from a College or Technical School in a related field, along with significant experience in a heavy industrial construction environment.
- Effectively communicate and liaison with subcontractors ensuring deliverables are provided.
- Proficiency in creating, circulating, logging and maintaining construction documentation
- Proficient use various software applications, including MS Office Suite

To apply, please forward a cover letter and resume by **5:00 P.M. on June 8th, 2021** to:

POSTING #2021-016 – Project Coordinator

Attn: Human Resources Department

Email: careers@canadafluorspar.com

Fax: (709) 873-3335