

## **Job Posting: Project Coordinator**

**Location:** Saskatoon, SK and Surrounding Area

**Company:** On Point Consulting Inc.

### **About Us:**

On Point Consulting Inc. is a leading provider of specialized consulting services to the mining industry. Our mission is to deliver innovative, efficient, and sustainable solutions that drive success for our clients. We are currently seeking a motivated and detail-oriented Project Coordinator to join our dynamic team.

### **Position Overview:**

The Project Coordinator will play a key role in supporting project management activities, ensuring the successful delivery of projects within the mining sector. This position requires a strong technical background, excellent organizational skills, and the ability to work collaboratively with various stakeholders.

### **Key Responsibilities:**

- Assist in planning, executing, and closing mining projects.
- Coordinate project activities, resources, equipment, and information.
- Maintain project documentation and ensure all project phases are well documented.
- Monitor project progress and handle any issues that arise.
- Act as the point of contact and communicate project status to all participants.
- Use project management tools to monitor working hours, budgets, and expenditures.
- Prepare and provide project updates to internal and external stakeholders.
- Travel to project sites as required to support project activities.

### **Qualifications:**

- Degree or technical diploma in engineering or a related field.
- Membership with a professional association (APEGS or TPS).
- P.Eng. or A.Sc.T. designation is considered an asset.
- PMP designation is considered an asset.
- Experience in underground mining is considered an asset.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in project management software and MS Office Suite.
- Ability to travel as required.

### **What We Offer:**

- Competitive wages and comprehensive benefits packages.
- Opportunities for professional development and growth.

- A supportive and inclusive work environment.

**Diversity Statement:**

On Point Consulting Inc. is committed to fostering a diverse and inclusive workplace. We believe that diversity drives innovation and success. We encourage applications from all qualified individuals, including those from underrepresented groups. Candidates wishing to self-declare are invited to include a self-declaration in their cover letter.

**How to Apply:**

Interested candidates are invited to submit their resume and cover letter to [Applications@OnPointConsultingInc.ca](mailto:Applications@OnPointConsultingInc.ca). Please include "Project Coordinator" in the subject line of your email. In your cover letter, please include any self-declarations if applicable.

**Application Deadline:** August 23, 2024

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Join On Point Consulting Inc. and contribute to exciting mining projects in a supportive and dynamic environment. We look forward to welcoming a talented Project Coordinator to our team!