OVERVIEW

We are seeking a Project Coordinator / Engineer to join our Ledcor team in Reno, Nevada. The Project Coordinator, under the direction and guidance of the team, provides technical and / or management support and assists operations staff to ensure projects are completed on time and within budget.

Ledcor Mining services reach across the lifespan of a mine, from facility construction, to full-scale contract mining of gold, minerals, or metals, all the way to mine reclamation. Our service offerings are vast—as are the projects we work on.

Roles and Responsibilities

Responsibilities:
- Promote the overall Ledcor site safety program
- Perform daily, weekly, and monthly project control and reporting requirements
- Support and maintain systems and procedures at project start-up
- Support the sub-contract management process throughout the duration of the project
- Coordinate, distribute and maintain request for information (RFI) processes, logs and binders
- Work with Project Manager/Superintendent to facilitate tracking of project milestones and financial deadlines
- Follow up with trades/consultants to facilitate the review and distribution of drawings, logs and sample transmittals
- Prepare purchase requisitions for approval and assist with procurement of materials and equipment
- Organize project close-out including creating turnover documents and assisting in demobilizing the site and archiving documentation
- May perform other related duties as assigned
Education and Qualifications

Requirements:

- Post secondary education in mining or civil engineering
- 1 to 2 years related work experience is an asset
- Open to travel and relocation for project work on sites across North America including shift, camp and outdoor work
- Can build relationships, team orientated, personable, confident, able to influence key stakeholders and proactively participate in discussions
- Knowledge of office processes: project set up; subcontract management; change orders; RFIs (request for information); lien holdbacks; closeout
- Strong written and communication skills
- Able to read and understand construction documents
- Strong technical skills including experience with MS Word, Excel, and scheduling software. Previous exposure working in JVs or with Government Clients (BCMOT, A.T., etc.) would be an asset.
- Ability to solve problems based on clearly defined procedures
- Familiar with commercial/mining/heavy civil/infrastructure construction methodology and practices

Other Details:

- Work Schedule: variable based on project, office, shift and camp schedules
- Travel: Travel to various sites and locations including relocation will be required

How to Apply

Apply via this link with your email address and details by July 15th, 2018: