



Simpco Resources LLP

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Job Posting

ID# 20024 – Environmental Project Coordinator

Job Brief

Working closely with our Environmental Project Manager, the **Environmental Project Coordinator** will prepare comprehensive action plans, including resources, timeframes and budgets for projects. The successful candidate will perform various coordinating tasks, such as schedule and risk management, along with administrative duties, such as maintaining project documentation and handling financial queries. To succeed in this role, the incumbent will have excellent time management and communication skills, as he/she will collaborate with partner companies, clients and internal teams to deliver results on deadlines. Ultimately, the Project Coordinator's duties are to ensure that all environmental projects are completed on time, within budget and meet high quality standards. This position can be located in either Kamloops BC, Barriere BC or Clearwater BC.

Furthermore, the Environmental Project Coordinator will:

- Coordinate project management activities, resources, equipment and information
- Break projects into achievable actions and set timeframes
- Liaise with clients, along with partner company Project Coordinators, to identify and define requirements, scope and objectives
- Assign tasks to internal teams and assist with schedule management
- Make sure that clients' needs are met as projects evolve, with partner companies
- Oversee project procurement management
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreements)
- Ensure data entry of daily labour, equipment and expenses is accurate in project database for submission to payroll clerk for payroll processing
- Preparation of accounts receivable invoices to clients for review and approval by the Project Manager
- Other duties as required

Requirements

- 3 - 5 years work experience as a Project Administrator, Project Coordinator or similar role – a combination of education and experience will be considered
- An educational background or experience in natural sciences and/or environmental consulting is preferred
- Hands-on experience with flowcharts, technical documentation and schedules
- Competency in Microsoft Office applications
- Knowledge of project management software
- Solid organizational and time-management skills

Salary: Commensurate with experience

Note: Pre-Employment Drug and Alcohol Testing may be required

Application Deadline: October 31, 2020

Thank you for your interest, however only those selected for interviews will be contacted.

Preference will be given to qualified applicants of Aboriginal ancestry as per
Canada's Human Rights Act and legislation surrounding Employment Equity.

Please submit cover letter and resume via email to careers@simpcwresourcesgroup.com with the Subject Line: **ID#20024 – Environmental Project Coordinator** by 11:59pm on the closing date.