



**SimpCW Resources LLP**

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## Job Posting

### ID# 21011 – Project Coordinator

#### WHO ARE WE:

Located in the beautiful North Thompson valley, at Simpcw Resources Group we provide environmental, management, and operational services while preserving Simpcw culture and heritage with respect towards the environment. Our goals include creating economic growth from the commercial development of natural resources within the Simpcw'ulécw (SimpCW Territory) by being the major contractor and competing for work in both the public and private sectors.

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#### WHAT'S THE JOB?

SimpCW Resources LLP is looking for an experienced **Project Coordinator** works closely with and reports to the Project Manager. The Project Coordinator will provide a wide range of operational support for the project management team under the supervision of the Project Manager. The Project Coordinator will also provide support in the execution of projects to ensure they are completed on time and within budget.

This position can be based in Kamloops or Barriere, BC and may require working out of town, weekend work, and work in varying terrain and weather conditions.

#### WHAT YOU DO?

- Perform general administrative functions including the review and distribution of documentation; preparation of correspondence and meeting minutes, tracking of project milestones and maintenance of files, logs, drawings, and specifications.
- Support the site Health, Safety, and Environmental (HSE) program through enforcement of a positive safety culture and participation in safety meetings, etc.
- Coordinate the request for information (RFI) process, ensuring RFIs are distributed and maintains RFI logs and redlines.
- Prepare and coordinate procurement related documentation required to support project execution. This may include requests for quotations (RFQ) and proposals (RFP) and the documentation development and submission.
- Support the (sub) contract management process through the tendering, technical evaluation, and awarding of work or supply materials, assistance with the review and processing of invoices and progress claims, and assistance with the review of documents and inquiries.

- Administer the change management process by identifying and documenting contract changes and submitting change notifications and change request pricing to the client for approval within contractual timeframes.
- Develop and implements progress tracking according to field assessments and field staff input.
- Assist with the development of the project schedule and tracking of project milestones and deliverables; inputs and updates schedule throughout the project and reviews with Project Manager/Superintendent
- Organize project close-out by preparing turnover documents and assists in demobilizing the site and archiving documentation.

#### **WHO ARE WE LOOKING FOR?**

- Professional CIVIL Engineering, CIVIL Technology designation or Journeyperson certification preferred.
- A combination of technical experience and degree/diploma will be considered.
- 5+ years of relevant work experience including in Oil and Gas, forestry and construction.
- Able to accurately read and understand construction documents.
- Strong computer background including experience with Microsoft Office, Adobe Acrobat, and scheduling software.
- Experience with other construction planning and management software is an asset (3D model viewers, document management systems, etc.).
- Strong communication skills, confident interacting with key contacts in verbal and written form.
- Capable of probing and listening carefully, presents information clearly in an appropriate style and persuades others in a straightforward manner.

#### **WHAT CAN WE OFFER YOU?**

- Competitive Compensation & Benefits
- Positive and collaborative team
- Meaningful work

**Note:** Pre-Employment Drug and Alcohol Testing is required for this role.

**Application Deadline: April 8, 2021**

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@simpwresourcesgroup.com](mailto:careers@simpwresourcesgroup.com) with the Subject Line:  
**ID# 21011 – Project Coordinator - Contract** by 11:59pm on the closing date.