



Employment Opportunity

Kamloops | Cache Creek | Ashcroft | Merritt | Surrounding Areas



Looking for work? Cantex has opportunities for you!



Job Posting - Project Coordinator



Shift: 14 days on and 7 days off (may vary based on project requirements).

Compensation: \$ 80,000 to \$ 110,000 annually

Orientation: Online orientation and site orientation are required to work on the site. Successful candidates must provide Void cheque/direct deposit form, Copy of Driver's Abstract, Copy of Driver's License, and all certifications and training records.

Travel: Travel incentive or LOA may be included depending on the principal residence

Benefits: General Benefits Package

About Cantex Mining Services

Cantex Mining Services is a leading civil and mining construction company, proudly 100% Indigenous-owned and headquartered in British Columbia. We are a subsidiary of K'en T'em Limited Partnership, whose limited partners are the eight Participating Bands of the Citxw Nlaka'pamux Assembly: Ashcroft Indian Band, Boston Bar First Nation, Coldwater Indian Band, Cook's Ferry Indian Band, Nicomen Indian Band, Nooaitch Indian Band, Shackan Indian Band, and Siska Indian Band.

Cantex is recognized for its unwavering commitment to quality, safety, and operational excellence. Our experienced management team, skilled professionals, and fully trained workforce are dedicated to delivering high-performance projects on time and on budget. We take pride in executing well-managed operations with a focus on safety, reliability, and outstanding workmanship.

As an Indigenous-owned enterprise, Cantex is deeply committed to advancing economic development and creating meaningful opportunities within our communities. We believe in building a strong future by fostering long-term prosperity and sustainable growth for the generations to come.

Job Summary:

Cantex Mining Services is seeking an experienced Project Coordinator registered as an Engineer In Training (EIT) for an earthworks / mining operation around Logan Lake, BC. Experience on mining and construction sites is preferred. This role is key in supporting project operations, tracking progress, and assisting with cost management and reporting activities. Safety is our number one priority from management to supervision and our culture is focused on teamwork and completing the mission safely.

Responsibilities:

- Follow all Safety Practices and Standards.
- Assist with the application and compliance with the Quality Control Program.
- Support the management of multiple concurrent work packages prioritize tasks and maintain accurate documentation.
- Perform daily, weekly, and monthly project control and reporting requirements as required.
- Track job costs and performance on Lump Sum, Unit Rate and Time & Material contracts.
- Assist with contract administration, including change order management, dispute resolution, contract review.
- Assist the Project Manager with monthly volume tracking and invoicing.
- Attend and contribute to weekly progress, supervisory, and management meetings.
- Review daily foreman reports for proper coding and accuracy.
- Conduct job site visits with management and supervision.
- Facilitate the tracking of project milestones and financial deadlines; assist with the creation of the project schedule; input and update schedule throughout the project and review with Project Manager/Superintendent
- Support budget preparation and provide input for estimates and quotes.
- Prepare and submit month-end accruals and financial reports.
- Review and interpreting IFC Drawings, Inspection Test Plans, and Client Specifications.
- Show up to work on time and fit for duty, follow supervisor instruction with a positive attitude, complete tasks in a timely manner and communicate effectively on the radio.
- The ability to work independently and collaborate as a team to achieve a common goal.

Please Note:

This is not a camp provided site. Employees are required to be from the region & find their own accommodations for this local hire project.



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Qualifications:

- Civil / Geotechnical Engineering degree or certificate preferred. However, any Degree in a recognized Canadian University in Canada will be considered.
- Strong written and verbal communication skills.
- Superior computer skills and technical writing.
- Ability to manage multiple priorities and work under pressure.
- Ability to work in a team environment.
- Ability to solve problems based on clearly defined procedures.
- Experience with Microsoft Office (Outlook, PowerPoint, Excel, Word, Access, Project) and Primavera Software
- Must be physically fit and able to lift up to 50 lbs.
- Must hold and maintain a valid Class 5 Drivers License.
- Show up to work on time, follow instruction, and work as a team.
- Must successfully pass a Pre-employment drug and alcohol test, criminal record check and driving abstract.

Documentation:

All successful candidates must provide the following prior to confirmation of start date:

- Void cheque/direct deposit form
- Copy of Driver's Abstract
- Copy of Driver's License

To Apply:

Please submit your resume and a cover letter detailing your relevant experience to HR@cantexminingservices.ca. We look forward to welcoming a new team member who is ready to contribute to our team and help Cantex achieve continued success.

Cantex Mining Services is an equal opportunity employer.