



JOB POSTING

Project Coordinator

JOB TITLE:	Project Coordinator
TERM:	Full-Time, Permanent
PAY SCALE:	\$80,000 - \$110,000 annually
WORK LOCATION:	Highland Valley Copper, Logan Lake, BC
SCHEDULE:	Rotational schedule, as required by project needs

Cantex Mining Services is a leading civil and mining construction company, proudly 100% Indigenous-owned and headquartered in Merritt, British Columbia. As a subsidiary of K'én T'em Limited Partnership, we are recognized for our commitment to safety, quality, and operational excellence. We take pride in delivering reliable, high-performing projects while creating meaningful opportunities and supporting sustainable growth for the communities we serve.

At Cantex, we do more than move earth – we build opportunities, strengthen communities, and create lasting impact. We are seeking an experienced Project Coordinator registered as an Engineer In Training (EIT) for an earthwork's operation. Experience on mining and construction sites is preferred. This role is key to supporting project operations, tracking progress, and assisting with cost management and reporting. Safety is our number one priority from management to supervision, and our culture is focused on teamwork and completing the mission safely.

Primary Duties

- 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, and 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 the schedule throughout the project, and review with the Project Manager/Superintendent.
- Support budget preparation and provide input for estimates and quotes.

Primary Duties Continued

- Prepare and submit month-end accruals and financial reports.
- Review and interpret IFC Drawings, Inspection Test Plans, and Client Specifications.
- Show up to work on time and fit for duty, follow supervisor instructions with a positive attitude, complete tasks in a timely manner and communicate effectively on the radio.

Knowledge, Skills, and Abilities

- Ability to manage multiple priorities and work under pressure & work in a team environment and independently.
- Ability to solve problems based on clearly defined procedures.
- Coordinate mining projects through scheduling, tracking, and progress reporting, including project costs, accruals, invoicing, and financial performance Support contract administration, including change orders and compliance.
- Efficient in the use of MS Suite and Primavera Software.
- Ensure safety standards and quality control compliance on job sites.
- Prepare daily, weekly, and monthly project control reports accurately and timely.
- Communicate with field crews, supervisors, and management teams effectively.

Experience and Requirements

- Civil / Geotechnical Engineering degree or certificate preferred. However, any degree from a recognized Canadian university will be considered.
- Strong written and verbal communication skills.
- Superior computer skills and technical writing.
- Must be physically fit and able to lift to 50 lbs.
- Must hold and maintain a valid Class 5 Driver's License.
- All successful candidates must provide the following prior to confirmation of start date:
 - Pre-Access Drug Screening
 - Void Cheque/Direct Deposit Form
 - Copy of Driver's License
 - Copy of Driver's Abstract

Work Environment

- Schedule: As required by project needs, employees may work one of the following rotational schedules:
 - 4 days on, 3 days off
 - 7 days on, 7 days off
 - 14 days on, 7 days off
- Work Location: Highland Valley Copper – Mine Life Expansion or LL Dam, Logan Lake, BC.
- Benefits: Cantex offers a competitive benefits package, including extended health, dental, and vision coverage.

Please Note: This is a local hire project. Camp accommodation is not provided. Employees must reside in the region or secure their own accommodations.



To see all of our open postings, please follow the link or QR code below:

<https://www.cantexminingservices.ca/jobs>



Ready to Apply?

Please submit your resume and a cover letter outlining your relevant experience to HR@cantexminingservices.ca.

Cantex Mining Services is an equal-opportunity employer. We encourage applicants from diverse backgrounds and are committed to building a respectful and inclusive workplace that reflects the community we serve. This position is open to all candidates who meet the qualifications. In alignment with Section 42 of the BC Human Rights Code; A hiring preference will apply for qualified candidates of Canadian Indigenous ancestry, with a priority for qualified native?kepmx candidates.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Cantex Mining Services respects the privacy of all applicants and the confidentiality of personal information.