

Detailed Job Description

Description

HCC is a progressive and professional partner to the mining industry. We have been committed to safe and successful execution of underground contracts for over twenty years. We value diversity and respect in the workplace.

We are currently sourcing a qualified Project Manager to be based on site, with travel to client sites and the Saskatoon Office as required. This position will report to our Senior Project Manager.

Project Manager

- For assigned projects, duties may include, but are not limited to:
 - Quotes and RFQs
 - POs and change orders
 - Discussions with client representatives
 - Manpower scheduling and planning
 - Creation and maintenance of project budget
 - Procurement and sourcing of materials and equipment
 - Overview of project LEMs
 - Management of rental equipment and contracts
 - Management of dry at assigned project site
 - Management of CMMS and database program (FIX)
 - Troubleshooting project delays
 - Discussions with site supervision and management regarding compensation, performance management, and progressive discipline
 - Safety and safety re-focus meetings
 - Oversight and guidance on project safety-related matters
 - Involvement with incident reports and investigation process
- Lead weekly project meeting for assigned projects
- Update project templates
- Business development
- Other duties as assigned



Qualifications

- A minimum of five (5) years' progressive project management experience
- At least five (3) years' experience in an underground mining environment
- Ability to handle high conflict situations tactfully
- Excellent communications skills, both written and verbal
- Diploma in Engineering Technology and/or a Bachelor's Degree in Engineering is an asset
- Professional Engineer (P. Eng) designation is an asset
- Project Management Professional (PMP) designation is a strong asset

HCC's Commitment

- A work environment dedicated to your safety
- Positive and inclusive team environment
- Competitive wages & benefits
- Site specific training as required

As this is a safety-sensitive role, the successful candidate will be asked to perform a drug and alcohol test at a licensed laboratory.

Please apply through the HCC Careers page at <https://hcc.startdate.ca> or hr@hcc.ca