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## Project Coordinator

### Overview

The Saskatchewan Research Council's (SRC) Rare Earth Element Division has a career opportunity for a Project Coordinator. This position will provide scheduling and project tracking support for SRC's Rare Earth Processing Facility—North America's first fully integrated, commercial, demonstration facility with hydrometallurgy, separation and metal smelting units. Join a growing team that is working to establish a rare earth element (REE) technology hub in Saskatchewan, forming an industry model for future commercial REE initiatives and supply chain development.

### Accountabilities

- Assist project managers to develop, update and maintain project schedules; control and direct resources; develop procedures and timing for project activities; track activity progress; assess risks and assist with project logistics
- Work with project managers to determine and assign actions driven from a project schedule; monitor activities; develop processes for team to report progress; develop and distribute reports on project status, cost and progress
- Assist project managers with coordinating and managing vendors and contractors, including issuing instructions and managing responses
- Help track and update budgets; draft and issue reports, proposals and work package instructions; manage documentation and records
- Organize and lead meetings, take minutes, identify tasks, develop action items and distribute relevant information to project team
- Project coordination work will be varied, at times it may include multiple related or unrelated projects

### Qualifications

- Project Management Professional (PMP) certification or other formal project administration training is an asset
- Three to five years of project coordination experience in engineering, industrial or construction fields
- Engineering or a technical background is an asset

### Skills

- Strong communication, time management, organizational and administrative skills
- Proficient at using Microsoft Office (Word, Excel, SharePoint, Teams and Project)
- Strong problem solving and critical thinking skills
- Ability to be flexible in managing changing priorities

The chosen candidate will be required to provide an original Criminal Record Check that is satisfactory to SRC prior to the commencement of any employment duties. The Criminal Record Check must have been executed within the preceding 30 days of receipt.

This position is located in Saskatoon, Saskatchewan.

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Deadline to apply is March 24, 2023.

**To Apply:** Please apply with your resume and cover letter via the careers section of our website [www.src.sk.ca/careers](http://www.src.sk.ca/careers).