



EMPLOYMENT OPPORTUNITY

Project Clerk – KGHM Victoria Mine

Job Summary

Z'gamok Construction LP is currently searching for a Project Clerk to join our Victoria Project team, based in the Greater Sudbury Area, ON. The Project Clerk is responsible for providing general administrative support to the Victoria Project and will require an administrative knowledge of buying, project administration, records management and document management at the site level.

Duties and Responsibilities

- Provides administrative support to Site Superintendent and site employees
- Provides buying assistance as directed by the Site Superintendent
- Maintains Purchase Orders, obtain signatures, match with corresponding packing slips and expedite orders
- Assists in planning and coordinating site activities including meetings and taking minutes as required
- Prepares and maintains various communication/documentation with head office and site
- Composes computerized forms/reporting documents
- Organizes and maintain files and handle all routine correspondence
- Preparation of timesheets
- Data entry
- Document controls

Qualifications

- Post-Secondary Education in a related field
- Minimum 3 years' administrative experience in a Project environment (Mining/Construction preferred)
- Buying/PO experience is a requirement
- Intermediate knowledge of Microsoft Office
- Exceptional written and oral communication skills
- Attention to detail
- Driver's license

Interested applicants **MUST** submit a cover letter, resume, photocopies of all certificates/diploma

Attn: ZCLP Board of Directors
Z'gamok Construction LP, P.O. Box 850, Massey, Ontario, P0P 1P0

Email: jfournier@zclp.ca

Deadline for applications is: Tuesday February 15, 2022

This opportunity is available to internal staff until February 9, 2022. In the event of no applications, it will be posted externally. Late or incomplete applications will not be considered. We appreciate your interest. Preference is given to Indigenous People.