



## Project Manager

### **General:**

Our Client is seeking a Project Manager for contract mining projects in the Elko Nevada region and possibly other Nevada locations as required.

Reporting to the Operations Manager, the Project Manager is responsible for the successful planning and execution of the project scope, final turnover to the client and completion of the project close out report. As the project manager you will ensure safety, quality, cost, scheduling and general overall project performance is managed and maintained.

### **Responsibilities:**

- Ensures site safety standards pertaining to job site activities are met or exceeded.
- Ensures quality requirements surpassed throughout the project.
- Conducts all operations in an environmentally conscious manner complying with all site and government regulations.
- Develops the execution plan and schedule.
- Provides monthly reports and forecasts throughout project duration.
- Manages the contract to ensure all obligations are met and processes are followed to ensure payment for services supplied.
- Effectively manages the activities and safety performance of sub-trades to completion.
- Tracks expenditures, commitments, paid-to-date and expected-to-complete throughout the life of a project to ensure that budget predictions are kept valid.
- Keeps lines of communication open and effective among all project stakeholders.
- Provides strong leadership, capitalizing on individual and group strengths.
- Reports to Operations Manager and owner on relevant information to completion of project.
- Generates new solutions to overall project problems



### **Education and Experience:**

- Mining Engineering Degree, Construction Management Degree or equivalent work experience
- A minimum of 5 years experience as a Project Manager or in a similar role
- Excellent organizational and communication skills
- Ability to manage changing priorities within multiple phase projects and possess a track record of successfully managing large, complex projects
- Excellent computer skills will be required including familiarity with Microsoft Office, HCSS, AutoCAD, Primavera Project Planner and JDE

### **Another Exciting Search Conducted By:**

Stephen Norcross: Senior Recruiter

SearchWest Inc.

(604)684-4237

[stephen@searchwest.ca](mailto:stephen@searchwest.ca)

<http://ca.linkedin.com/pub/stephen-norcross/3/a22/371>

**Recruitment Specialists in Sales, Marketing, Operations and Management**

Tel: 604 684 4237

[www.searchwest.ca](http://www.searchwest.ca)

Fax: 604 684 4240

Bringing People and Opportunities Together since 1990