

## Project Coordinator



Projects Office  
Full-time Indeterminate (1 Position)

### About Us

SNOLAB is an international facility for world-class underground physics research and has an expanding programme in astroparticle physics and underground science. Located in an air-conditioned clean room 2 km underground in the Vale Creighton Mine near Sudbury Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments.

### The Position

The successful candidate will be responsible for the coordination of major infrastructure and experimental projects. The coordinators steer the project through the gateway lifecycle process, requiring the organising of reviews and checking drawings, technical design reports, hazard assessments, and project implementation plans. There will also be a need for coordinating between experiment collaborations, facility groups and contractors during the construction and installation phases of projects. This will be an opportunity to apply project management principles and construction related knowledge on a day-to-day basis.

Additionally, for each project, the successful candidate will be responsible for managing schedules, ensuring an experiment can be built underground which will include the review of one of a kind proposed experiment designs. It will also mean that the position is ensuring an experiment meets SNOLAB's and regulatory standards, by using our defined project life cycle; policies and procedures.

The position will also be required to conduct budget reviews, procurement, tender package issuing and the coordinating of resources required to facilitate installation. This will be done using Microsoft Project and any additional project management software that may be required, giving the successful candidate a unique opportunity to gain extensive knowledge of project management software and of the project life cycle.

SNOLAB's Project Coordinator position will provide unique challenges on a daily basis, permitting the successful candidate to broaden their knowledge in project management, cleanroom principles, engineering and science. This will be done in an equally unique work environment, through varied interactions with both internal and external partners.

## Criteria

### Education:

A diploma or degree in engineering or a relevant trade.

PMP accreditation would be an asset.

### Experience:

Significant experience in project management, with demonstrated experience in budget development and budget verification and creating project time lines.

Experience supervising contractors or technicians

Experience with new equipment assembly and installation

Experience with structural, electrical or civil design would be an asset

Understanding of rigging principals would be an asset

## Salary range

Salary will be determined by qualifications and experience and includes an attractive benefits package. To meet operational needs, shift work may be required.

## To Apply

All applications must be submitted to [jobs@snolab.ca](mailto:jobs@snolab.ca). **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Applications must be received no later than the closing date. Interested candidates should include a cover letter and resume.

## Closing Date

This posting will remain open until the position is filled but applicant review will commence June 14, 2018.

SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, aboriginal peoples, members of visible minorities and persons with disabilities.

In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

Further information about SNOLAB may be found at [www.snolab.ca](http://www.snolab.ca)

**Posting Date: May 31, 2018**