



Project Coordinator

Project Management Office. Research Division
Full Time Indeterminate, Current Vacancy

About Us

SNOLAB is Canada's deep-underground science laboratory, located at a depth of 2 kilometers in Vale's Creighton Mine near Sudbury, Ontario. The facility supports world-class astroparticle physics research and has attracted innovative life science and quantum technology programs. SNOLAB operates in a controlled, air-conditioned clean-room environment, supported by a suite of surface facilities and laboratories, supported by a multidisciplinary team of scientists, engineers, skilled tradespeople, technical staff, and support staff.

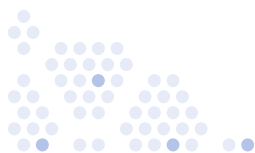
By hosting and enabling the world's most advanced and sensitive underground experiments, SNOLAB bolsters Canada's scientific reputation, attracts new talent to our country and Northern Ontario, trains more highly skilled people, provides more opportunities for Canadian researchers to lead international projects, and generates economic benefits for Ontarians and Canadians.

The Position

The Project Coordinator at SNOLAB is responsible for the coordination of multi-disciplinary teams to deliver experiment development and construction projects to meet mission needs within critical technical, time and budgetary constraints. Projects can include experiment detector installations, supporting infrastructure and utilities, and facility infrastructure and improvements. The coordinators facilitate the project through the lifecycle process, requiring the organizing of reviews, checking drawings, technical design reports, hazard assessments and project implementation plans. During construction and installation phases the position will coordinate between experiment collaborations, facility groups, contractors, and logistics, and oversee construction activities.

Successful Project Coordinators at SNOLAB will:

- Liaise with experiment and facility groups in the planning and design stage of projects.
- Provide input on projects' constructability and maintenance.
- Develop installation plans and budget estimates.



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- Support contractor procurements, preparing scopes of work and documentation, managing site visits, and bid evaluations.
- Review designs, drawings, construction plans, and hazard assessments.
- Manage vendor fabrications, and on-time deliveries.
- Oversee project construction, coordinating with user and facility groups, contractors, vendors, logistics, inspectors, and supervision as needed of construction crews.
- Provide leadership, direction and oversight for safety on the project, ensuring compliance and reporting as per SNOLAB policies and procedures.
- Check and maintain documentation including project records, change orders, progress reports, inspections, invoices, lifecycle documents, safety and quality assurance.
- Participate in hazard and safety assessments and project technical and installation reviews.
- Communicate efficiently and effectively with scientists, SNOLAB management, project managers, university administrators, engineers, technologists, vendors, and contractors.

Closing Date: July 29th, 2026

Applications will be accepted until **11:59pm Eastern Time.**

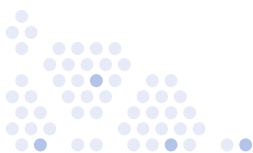
Education and Experience:

- Post-secondary diploma or degree in a relevant trade, engineering or science field.
- Certified or eligible for certification as a Professional Engineer of Ontario or a Certified Engineering Technologist is a considerable asset.
- PMP or CAPM accreditation is an asset.
- Field experience in project coordinator or project manager roles.
- Demonstrated technical and mechanical capabilities.
- Experience supervising vendors and contractors.
- Experience in estimation and budgeting would be an asset.
- Experience in structural, electrical, civil, process, rigging, and/or welding is considered an asset.

Salary Range: \$85,303 to \$100,303 per annum

Total Rewards:

- Employer paid dental, extended health, vision care, emergency travel assistance, Employee Assistance Program (EAP), Life Insurance, and supplementary Wellness Benefits.
- Excellent Employee Pension Plan
- Disability benefits, and optional additional Life insurance and Accidental Death & Dismemberment (AD&D)
- Generous paid time off
- Maternity and paternity leave supplement pay



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All applications must be submitted to 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. Interested candidates should include a cover letter and resume.

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, Indigenous persons, 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

SNOLAB is located on the traditional territory of the Robinson-Huron Treaty of 1850, shared by the Indigenous people of the surrounding Atikameksheng Anishnawbek First Nation as part of the larger Anishinabek Nation.

We acknowledge those who came before us and honour those who are the caretakers of this land and the waters.



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