

# Project Coordinator



Projects Office  
Indeterminate Full-Time position(s)

## 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 focusing on neutrino studies and the search for galactic dark matter.

## The Position

The successful candidate will be responsible for the coordination of major infrastructure and experimental projects. The coordinators steer the project through the lifecycle process, requiring the organizing of reviews, 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, the successful candidate will be responsible for managing schedules using MS Project and Office suite of applications, conducting budget reviews, procurement, tender package issuing and the coordinating of resources required to facilitate installation.

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 within a unique work environment.

## Criteria

### Education:

A diploma or degree relating to project management/project coordination or a relevant trade.

PMP accreditation would be an asset.

### Experience:

Significant experience in project management or project coordination with demonstrated experience in and creating project plans and documents.

A basic understanding of mechanical principles.



Experience with equipment assembly and/or installation.

Experience supervising contractors or technicians would be an asset.

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

Understanding of rigging principles would be an asset.

Budget development and verification 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. Relocation assistance will be determined in accordance with SNOLAB policies.

## **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. 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 April 5, 2019. 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](http://www.snolab.ca)

**Posting Date: March 21, 2019**