



Project Administrator

Flying Post Camp and Logistics (FPCL) has become well known in the Sudbury and Timmins area. FPCL's primary focus is on construction for remote workforce housing and modular accommodations, along with site services in the remote work camp industry.

We are currently seeking a **Project Administrator** to join our team.

Location: IAMGOLD Côté Gold Project. District of Sudbury, Ontario, Canada. Approximately 5 km north of HWY 144 Watershed rest stop and 20KM Southwest of Gogama.

Salary: \$25.00 - \$35.00 per hour, depending on experience and credentials.

Work Schedule: Rotation consisting of 14 days on and 14 days off (Subject to change) – 10 Hour daily

Job Type: Full-time

Benefits: Health Care and Dental Care -after successful completion of the 3-month probationary period

Responsibilities

- Assist with Payroll Administration
- Project administration tasks such as daily reporting of ongoing site tasks and personnel
- Creating and submitting of Labour, Equipment, Material Summary Sheets (LEMs) to the client
- Assist with schedule management of various departments
- Arranging and tracking travel and camp request of onsite personnel
- Maintaining electronic files
- Communication with onsite personnel and subcontractors
- Performing administrative duties for the project team
- Other responsibilities as required.

Education/ Qualification

- Experience with camp management software is an asset
- Intermediate Microsoft office skills
- Minimum 1-2 years of experience as in an Administration role
- Experience in the construction industry is an asset
- Excellent communication skills required
- Must be able to work independently and with others

Other Requirements

- G Class Driver's license with clean driving record (abstract required if hired).
- Must be conversant with OHSA regulations and comply with the site safety plan and rules.



Accommodations:

The project site is a dormitory style accommodations complex with a small gym and laundry facility. Meals are provided, lunches are bagged style and sit-down meal setting for breakfast and supper. Site room and board is supplied by the employer. Bus stop located in Timmins or Sudbury, the bus will transport employees to and from the mine site.

Flying Post Camps and Logistics is an equal opportunity employer. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Thank you for your interest in Flying Post Camp and Logistics. Please note due to the volume of applications only those applicants selected for an interview will be contacted.

If interested, please contact:

Victoria Mackenzie - Human Resources Coordinator

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