



Site Administrator

Flying Post Camp and Logistics (FPCL) has become well known in the Sudbury and Timmins area. FPCL's primary focus is designing and manufacturing remote workforce housing and modular accommodations. FPCL is currently completing a construction project for the IAMGOLD Côté Gold Project.

We are currently seeking a **Site 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 South West of Gogama.

Position: Site Administration (Contract Position).

Work Schedule: Rotation consisting of 21 days on and 7 days off – 10 Hour Shift daily

Job Type: Full-time, contract

Responsibilities

- Daily reporting of ongoing site tasks and personnel
- Data management of timesheets and Labour, Equipment, Material Summary Sheets (LEM's) etc.
- Communication with onsite trades and subcontractors
- Provide assistance to the safety and management team
- Maintain electronic files
- Arranging transportation, accommodations and tracking as required
- Employee forecasting, (schedule)
- 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 an Administrative Assistant
- Experience in the construction industry is an asset
- Excellent English 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. 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. There will be a 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.

If interested, please contact:

Victoria Mackenzie, FPCL- Human Resources Coordinator

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