



Chu Cho Industries LP
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About Chu Cho Industries LP

Chu Cho Industries LP. (CCI) is a resource and heavy construction company that works primarily within the forestry, mining and transportation industries. CCI specializes in timber harvesting, transportation, resource road construction, road maintenance and operation of resource camps. CCI is based in Mackenzie BC and most works are completed within the Mackenzie TSA. CCI operates two industrial properties in Mackenzie which include an 1800 sq. ft. shop on a 5-acre lot and a modern 10,000 sq. ft. shop and office complex on a 10-acre lot. Administration, accounting and management for CCI is based in Prince George BC.

Typical projects for CCI include Harvesting, Williston Reservoir maintenance, Road Construction and Maintenance, Transportation (marine and ground based), Materials Handling and operation of Resource Camps.

CCI is recruiting for a Project Coordinator

The position is tasked to provide full time management of onsite operations and activities for CCI. The Project Coordinator will possess the knowledge, experience, and confidence to effectively engage and professionally interact with CCI employees, consultants and clients. The Project Coordinator will work closely with the Program Manager and Operations Manager and fulfill an integral role within the company by planning, coordinating, and safety executing onsite work in accordance with contract documents, schedules, and budgets. A minimum of 3 years' experience in any combination of the following: forestry, construction, resource development, earthworks. A designation of PMI, RFT, ASTT and or relevant education will be considered an asset.

Responsibilities:

- Provide day to day coordination, supervision and operations on various projects that include multi-person crews as well as heavy construction equipment;
- Coordinate internal resources and external resources for the execution of projects;
- Ensure that all projects are delivered on-time, within scope and within budget;
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility;
- Work with Program Manager or Operations Manager on resource availability and allocation;
- Develop a detailed project plan and schedule to monitor and track progress;
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques;
- Measure project performance using appropriate tools and techniques;
- Manage the relationship with the client and all stakeholders;
- Perform risk management to minimize project risks;
- Create and maintain comprehensive project documentation;

- Meet budgetary objectives and adjust project constraints based on financial analysis;
- Develop comprehensive project plans to be shared with clients as well as other staff members;
- Use and continually develop leadership skills;
- Perform other related duties as assigned;
- Develop spreadsheets, diagrams and process maps to document needs;
- Completion of safety inspections and identification / mitigation of hazards as required;

Position Requirements

- Class 5 Drivers license;
- Experience and supervision in a resource or construction setting;
- Flexibility and experience with remote travel and remote accommodations;
- This position will involve extended hours of work during peak times.

What We Offer

Chu Cho is an exciting resource-based company that offers a challenging and rewarding work environment for talented and eager technical professionals. This is a full-time position that includes an attractive salary and benefit package as well as a company sponsored pension plan.

Please submit your resume with cover letter in MS Word or PDF file format to:

phil@chuchoindustries.ca

We thank all applicants for their interest. Only qualified applicants will be contacted for an interview.