



*McEwen Mining Inc. has four producing mines, located in Nevada, Ontario, Mexico, and Argentina, and also has exposure to copper through its subsidiary McEwen Copper, owner of the large Los Azules copper deposit in Argentina. Our goal is to further develop into a strong and profitable gold and silver producer, focused on the Americas. In order to do that, we need great talent. McEwen Mining currently has an opening at our **Fox Complex Sites** for a:*

## **Project Coordinator**

Reporting to the Project Development Manager, the Project Coordinator will have a diversified background from multiple mining methods including open pit mining at various stages of mine life. They must be a committed team player with a strong knowledge and dedication to safety, production methods and equipment care. Other duties will be assigned as per operational needs.

The list of duties and responsibilities below is not exclusive or exhaustive, and the employee will be required to undertake such duties as may reasonably be expected within the scope of grading of the position. All employees are required to be professional, cooperative, and flexible in line with the requirements of the position.

### **Operational / Technical Execution**

- Ensure all of McEwen Mining's safety rules, regulations, and policies are being followed by self and all personnel while on site.
- Promote McEwen Mining's health and safety requirements and procedures within their respective department and team.
- Ensure that all projects remain within scope and on the projected timeline.
- Develop and execute overall strategy for various mines and satellite deposits.
- Experience with underground mining projects & open pit from conceptual to PEA level studies.
- Coordinate and develop short and long term mine designs, sequencing, scheduling cost modeling.
- Coordinate and develop strategic mine plans to achieve a safe productive extraction strategy.
- Collect Project Development Manager's requirements and translate details into projects scope of work.
- Engage closely with Project Development Manager and other team members to ensure the consistent progression of the project.
- Collaborate with team to keep project on schedule.

### **General Administration and Controls**

- NI43-101 technical report experience will be an asset.
- Develop best safe, economical mining methodology with supporting trade off studies. I.e., Pit vs UG.



- Uphold a comprehensive project documentation system, regularly updating and maintaining records such as project plans and other relevant data.
- Track and analyze projects performance and report any deviations.
- Recognize potential pitfalls and collaborate with the Project Development Manager to devise and apply strategies to counteract those risks.
- Adhere to all relevant corporate policies and procedures.
- Ensure effective communication and interaction with other departments.
- Work with Project Development Manager on planning and availability according to projects scope.
- Communicate with Project Development Manager about any changes to project scope or schedule.
- Report and escalate to Project Development Manager as needed.

#### **Qualifications and Skills Requirement:**

- Must be authorized to work in Canada.
- Valid driver's license and a reliable means of transportation.
- Ability to work safely and efficiently.
- Always maintain a safety conscious mentality.
- Superior verbal and written communication abilities, facilitating effective dialogue with team members.
- Exceptional organizational skills, adeptness at multitasking, and the ability to manage various projects concurrently.
- Solid analytical capabilities coupled with adept problem-solving skills.
- An unwavering attention to detail, ensuring no facet of a project goes unnoticed.
- Resilience and malleability in response to shifting project demands and priorities.
- Ability to work independently and take initiative.
- Previous experience in a supervisory role considered as asset.
- P.Eng. certification or ability to obtain certification will be an asset.
- +5 years of broad mining experience. (underground & open pit)
- Knowledge of rock mechanics principles, monitoring methods and practices.
- Knowledge of design, support, and excavation methods.
- Experience with latest mine planning software (Deswik, Acad/Amine).
- Experience in budgeting, planning, scheduling, equipment selection, geotechnical, ventilation, projects.
- Experience developing risk assessment and hazard operations review processes.

#### **Diversity and Inclusion**

McEwen is strongly committed to Diversity and Inclusion and aims to create a healthy, accessible, and rewarding work environment which highlights employees' unique contributions to our company's success. As an equal opportunity employer, we welcome applications from all to help us build a diverse workforce which reflects the diversity of our communities, in which we live and work.



To apply for this position please email your resume to:

[ontariocareers@mcewenmining.com](mailto:ontariocareers@mcewenmining.com)

To find out more information about McEwen mining please visit us at: [www.McEwenmining.com](http://www.McEwenmining.com)

**McEwen thanks all candidates for their interest, however only those selected to continue in the recruitment process will be contacted.**