

Project Coordinator

About the Role

Talisker Resources is seeking a **Project Coordinator** to join the Projects team and support the planning and execution of long-term capital and infrastructure projects as the Company advances from exploration toward production. Reporting to the VP, Projects, this role will focus on coordination, tracking, and documentation of multi-disciplinary projects such as camp expansion, site infrastructure, utilities, and supporting facilities, rather than short-term operational activities.

The Project Coordinator will work closely with internal teams, consultants, and contractors to help ensure projects are delivered safely, on schedule, within scope, and aligned with company objectives.

Key Responsibilities:

- Demonstrate a strong commitment to health, safety, environmental stewardship, and teamwork.
- Support planning and execution of long-term projects, including camp expansion, infrastructure upgrades, and site development initiatives.
- Assist with project schedules, budgets, cost tracking, and progress reporting.
- Coordinate information flow between engineering, environmental, operations, procurement, and external consultants.
- Maintain organized project documentation including schedules, meeting minutes, action logs, change orders, and drawings.
- Track deliverables, milestones, and risks, and flag potential schedule or cost impacts to the Project Manager or VP, Projects.
- Support contractor and consultant coordination, including onboarding documentation and scope tracking.
- Assist with permitting and regulatory documentation tracking as required.
- Participate in project meetings and site visits as needed.
- Ensure adherence to company procedures, policies, and applicable regulations.
- Perform additional duties as required to support the successful delivery of projects.

Qualifications

- Post-secondary education in Engineering, Construction Management, Project Management, or a related technical field.
- 2–5 years of experience in a project coordination or project support role, preferably in mining, construction, or industrial environments.

- Understanding of project management fundamentals including scheduling, cost control, and document management.
 - Strong organizational skills with attention to detail and the ability to manage multiple priorities.
 - Proficiency with MS Office (Excel, Word, PowerPoint); familiarity with project management tools (e.g., MS Project, Primavera, or similar) considered an asset.
 - Strong written and verbal communication skills.
 - Ability to work collaboratively with cross-functional teams and external partners.
 - Experience in remote or site-based projects considered an asset.
 - Eligible to work in Canada.
-

Additional Details:

Location: Site-based and/or Vancouver office, with travel to the Bralorne Mine, BC as required

Job Type: Full-time, Regular

Schedule: Standard business schedule with flexibility based on project needs

Compensation Range: CA\$70,000 – CA\$95,000 per year (depending on experience and project scope)

Benefits: Health & Dental coverage provided, Employer paid

Application Requirements:

- Resume
- Cover letter or short note expressing interest
- Dates of availability

If you are a motivated and detail-oriented professional looking to contribute to the long-term development of a historic Canadian gold asset and support the transition from exploration to production, we encourage you to apply for this exciting opportunity by emailing: careers@taliskerresources.com.

Let's bring Western Canada's largest producing gold mine back into production together!