



KGHM Polska Miedź S.A is an International company that employs approximately 34,000 people around the world and has been a major copper and silver producer for more than 60 years. The Company is highly respected for being a reliable employer, that values employees and experts with technical and market experience. Following our best practices; policies of transparency, safety, security and ethics; considering our locally cherished values and Indigenous communities; as well as environmental protection, we are among the leaders of conducting sustainable mining.

KGHM International is a wholly owned subsidiary of KGHM Polska Miedź S.A and its operating assets includes mines in Canada, US, and South America as well as the Ajax Project in Kamloops, British Columbia and the Victoria Project in Sudbury, Ontario. Our team-oriented environment and culture offers the continued opportunity to be challenged, to contribute, and to grow.

- **Project Administrator – Posting ID # 2025-06**

### **Scope of the Role**

The Project Administrator provides administrative support for the project team to meet project management best practices. The role covers a broad range of duties to support contracts/purchasing, site services, maintenance, and health, safety, and environment.

### **Specific Duties and Responsibilities**

- Maintain project documentation including but not limited to daily reports, the site schedule, logs, minute meetings, environmental compliance tracking data, quality assurance documents, contractor hours;
- Enter data in tracking logs for Labour, Equipment, and Material (LEM) sheets for time and material agreements and other services as required;
- Submit requisition requests in the ERP following company policies and procedures;
- Under the guidance of a Sr. Supervisor, enter and maintain the asset and warehouse management systems in the ERP for permanent infrastructure as the facilities are transferred to the Owner during the Project phase;
- Maintain environmental tracking data to support compliance reporting required for the Project's permits;

- Maintain all documentation within the corporate records retention policy and aligned with the principles of 5S;
- Schedule and source services for the site;
- Other duties as required.

### **Qualifications, Skills and Knowledge**

- Experience with construction and/or mining industry (minimum 5 years);
- Excellent written and verbal communication skills;
- Must excel at being organized;
- Intermediate knowledge of MS Word and Excel;
- Experience with JD Edwards, Ariba, and Intelex would be an asset;
- Knowledge of maintenance practices would be an asset;
- College or University Degree would be an asset.

### **Additional Information**

- Shift Schedule - Monday to Friday Dayshift.
- Public transportation is not available to this work location. Applicant will need to ensure own transportation to the project site.
- Reference **Posting ID # 2025-06** within resume.

### **Competitive Compensation**

Please forward your resume and cover letter with **Posting ID 2025-06** in the subject line to **[sudbury.recruiting@ca.kghm.com](mailto:sudbury.recruiting@ca.kghm.com)**

For further information about KGHM visit our website at [www.kghm.com](http://www.kghm.com). Only candidates selected for an interview will be contacted.

We welcome and encourage applications from people with disabilities. Accommodations are always available upon request for candidates taking part in all aspects of the selection process.

