



# The Suttie Group

**Passionate about people, partnerships and performance**

## **Project Manager - Mexico**



**The Suttie Group** is working with a well-funded, mid-tier precious metals producer in Latin America. Our client has expansion plans which include, in the short term the build of new mine facilities which include underground mine infrastructure, mineral processing plant and service infrastructure. They currently have 4 ongoing projects, in Mexico.

Reporting to the **VP of New Projects**, the Project Manager will lead the project team comprised of the owner's team/PMC – Project Management Consultant, contractors, consultants, vendor's reps and coordinate with project stakeholders for successful project completion.

### **Responsibilities include:**

- Develop and implement action plans to meet the project targets. Define the strategy; elaborate the scope of work for specialized consultants and contractors. Organize the owner's team and / or PMC.
- Set up the owner's team or PMC services, contracting strategy for the project development and organize the project accordingly.
- Monitor and control the owner's team, contractors, consultants and vendors by holding update meetings regularly while monitoring progress and making necessary changes.
- Establish project budgets and control project expenditures with support of the project team.
- Ensure detailed reports are produced as per the Company's requirements in a factual and timely manner.
- Enhance the Project Staffing Plan with owner and consultants' personnel and lead the hiring process.
- Organize and provide guidelines for engineering, construction, procurement, contracts, pre-operations and commissioning, organizing each stage of the project
- Identify and account for any deviations from the plan. Determine and implement corrective actions as required.
- Responsible for safe operations and all staff working on the projects.
- Oversee and monitor the activities of Community Relations for the project in coordination with the project representative.

### **Education and Experience & Skills**

- Bachelor's degree in Engineering (Mechanical or Civil) a must.
- 15+ years' experience in project management developing mineral processing plants, underground mine facilities and related infrastructure.
- Experienced with all stages of project development from PEA (Preliminary Economic Assessment), through Feasibility studies, detail engineering, construction, to Commissioning and start-up
- Experienced Project Manager for complete facilities such processing plants, underground mine development and infrastructure.
- The ideal candidate would have a combination of experience working for both a mining engineering-construction company and mining company as owner's representative
- Must have a solid background in engineering, construction, pre-operation and commissioning of mining facilities. Also experience in supporting areas such as Project Controls (Cost and Schedule) is high desired
- Strong commitment to safety and understanding of OH&S best practice and obligations
- Experienced in developing bids, contracts and managing sub-contractor agreements in civil and electromechanical construction environments
- Demonstrated commitment to ethical behaviour in an owner's team



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- Proven ability to deliver projects on time, on schedule and budget to owner's parameters including a good understanding of project management frameworks
- Demonstrated experience working as part of a multidisciplinary project team on complex projects with responsibility for outcomes
- Develop and maintain project programs, change schedules, scoping documents, risk assessments, management plans, budgets and issues registers
- Must be Computer literate (MS Office)

### **Additional Competencies**

- Proven Leadership and management skills
- Client centered with the ability to continuously build and improve relationships
- Proven decision making and solve problems skills
- Excellent written and verbal communication skills in both Spanish and English
- Confident communicator in client-facing environments and the ability to engage successfully across broad and complex stakeholder groups
- Strong ability to influence and confidence in negotiations.
- Strong understanding of Contract Administration

This position will suit a highly motivated candidate who is able to relocate to the vacation hot spot of Mexico in the Puerto Vallarta region or FIFO on a 6/2 week rotation. If this position is a good fit for you please contact Elizabeth via [www.suttiegroup.com](http://www.suttiegroup.com).

We look forward to hearing from you and your confidentiality is assured.