

HEATH & SHERWOOD (1964) LIMITED

Box 340, Kirkland Lake, Ontario, Canada P2N 3J2

Telephone 705-567-5313 Fax 705-568-8545

www.heathandsherwood.com



Project Manager

Mineral Processing Products & Sampling Systems / Smelting Products

Heath & Sherwood (1964) Limited designs, manufactures, and sells mineral processing and smelter related equipment based in our main office in Kirkland Lake, Ontario. Kirkland Lake is a small mining community in picturesque Northeastern Ontario, with a population of 10,000. The town offers a great deal to its residents including numerous service and recreational groups, providing residents with the same amenities available in larger urban centers. Surrounded by Canada's beautiful Boreal Forest, Kirkland Lake boasts easy access to skiing, snowshoeing, and hiking trails, as well as numerous areas to hunt, fish, and explore.

In addition to our main Kirkland Lake office, we have a sales office located in Mississauga, Ontario and are a direct affiliate with ConSep Pty Ltd of Australia. www.consep.com.au We also have agents in India, Mexico, China, Chile, and Italy. These partnerships allow us to maintain a competitive global presence, servicing our customers in over 65 countries.

The Project Manager will utilize resources from within the company and sub-vendors, to complete jobs generated through purchase orders and also information requests for technical information by our Sales and Marketing Group.

Each individual project varies in complexity, with order values ranging from \$10,000 to \$1,000,000. The successful candidate will be expected to manage all projects with precision and care and with the utmost of professionalism.

Project Management duties may include but are not limited to the following:

- reviewing all project documentation chairing and participating in project kick-off meetings
- advising sales of changes or problems affecting scope, price or delivery post award
- communicating with sales, production, engineering, partners and customers in varied time zones
- reviewing specifications for conformance or exceptions post award
- project procurement
- project documentation control and QA
- facilitate technical support to customers

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The ideal candidate will be experienced in Project Management and have a technical aptitude. Engineering related education and experience would be a definite asset. A self-motivated independent worker who is computer literate in spreadsheets and word processing. Excellent communication and interpersonal skills are required. A knowledge of mineral processing, smelting, electrical and mechanical systems as well as AutoCad, while not required will be highly regarded.

Salary package is made up of base salary, benefits, and potential profit sharing based on the years profitability and employee performance. Only candidates selected for an interview will be contacted.

Please forward your resume including references to:

Heath & Sherwood (1964) Limited
Box 340, Kirkland Lake, ON. P2N 3J2,
to the attention: Human Resources

Or Email: info@heathandsherwood.com / Fax 705 568 8545

See us @ <http://heathandsherwood64.com/contact/careers>