



JOB DESCRIPTION

Position Title:	Continuous Improvement Coordinator		
Reports To:	Finance Manager		
Direct Reports:			
Current Incumbent:			
	Status: Permanent	Date Created:	Position Number:
	Location:	Date Revised:	
		Date Approved:	
		Approved by:	

POSITION OVERVIEW

The Continuous Improvement Coordinator plays a crucial role in driving organizational efficiency and effectiveness by implementing continuous improvement strategies and methodologies. This position involves working closely with various departments to analyze processes, identify areas for enhancement, and implement sustainable improvements. The Continuous Improvement Coordinator contributes to fostering a culture of continuous learning and innovation within the organization.

POSITION RESPONSIBILITIES

Accountabilities and duties will include but not limited to the following:

1. Collaborate with cross-functional teams to identify, analyze, and prioritize opportunities for process improvement.
2. Lead and facilitate improvement projects, applying lean methodologies, Six Sigma principles, and other continuous improvement tools.
3. Conduct regular process assessments, utilizing data analysis to measure and track key performance indicators (KPIs).
4. Develop and deliver training programs to build a workforce skilled in continuous improvement methodologies.
5. Engage with employees at all levels to gather insights, encourage feedback, and promote a collaborative approach to improvement initiatives.
6. Implement and manage change initiatives to ensure successful adoption of new processes and practices.
7. Stay abreast of industry trends and best practices, applying relevant knowledge to enhance organizational processes.

8. Work with technology teams to leverage digital tools and automation for process optimization.
9. Establish and maintain a system for capturing and sharing lessons learned from improvement projects.
10. Collaborate with leadership to align continuous improvement initiatives with organizational goals and objectives.
11. Preparation of monthly plans and reports for dispersion to Senior Leadership Team and Corporate

Other

- Work in collaboration with the corporate technical team to assist and implement strategic initiatives related to efficiency improvements and long-term practice improvement.
- Foster a highly productive and rewarding collaborative work environment for all employees.
- Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS– Education, Experience, Certifications

1. Bachelor's degree in Mining Engineering, Industrial Engineering, or a related field.
2. Proven experience in continuous improvement roles within the mining industry.
3. Strong knowledge of lean methodologies, Six Sigma, and process optimization techniques.
4. Excellent analytical skills and ability to interpret data to drive decision-making.
5. Effective communication and interpersonal skills to work collaboratively with diverse teams.
6. Demonstrated ability to lead change and influence positive outcomes at various organizational levels.
7. Familiarity with mining equipment and technology advancements.
8. Familiarity with Gold Mining Industry
9. Project management skills to plan, execute, and monitor improvement projects.
10. Commitment to safety and environmental sustainability in mining operations.
11. Willingness to travel to mining sites as needed.

WORKING CONDITIONS

- Travel required based on business needs.
- Manual dexterity required to use desktop computer and peripherals.
- Virtual and remote working required.
- Overtime as required.
- Working underground at site operation required.
- The physical requirements of this position include reading, walking, standing, sitting, reaching, kneeling, repetitive motions, stooping, balancing, pushing, pulling and ability to lift to 50 lbs.

Location and Logistics of the Role

- This position is located at our Eagle River Mine location near Wawa, ON.
- In this role, you will work 7/7 or 14/14 days on & off therefore you will have meals and accommodations provided at our camp.