

CRONIMET Mining is an international group with 28 subsidiaries on three continents. The group owns and operates mines in Armenia and South Africa and provides all services of an integrated commodities group. Our company business includes the exploration, extraction, processing, trading and logistics of primary and secondary commodities along with energy solutions for the mining and metal sector. We employ 3700 personnel and are part of the CRONIMET Group.

The CRONIMET Mining Group is currently looking for an

PROJECT CO-ORDINATOR

The main objective of this role is to ensure the efficient co-ordination of various projects for the group in South Africa and completion of the necessary administration surrounding these projects. The role of the Project Co-Ordinator is to carry out various management tasks including information processing, data capturing and interpretation, report compiling, attending meetings with and on behalf of management, contract management, budgeting and business development. The role incorporates the responsibility of supporting management and the effective planning of projects for the South African operation.

The Project Co-Ordinator deals mainly with the project managers and head of departments (HODs) on various projects to support the execution of projects as requested by management and to ensure that projects are well planned, completed on time, within the scope of work set out and ensure the implementation of various stages of the project are completed seamlessly.

The position will be based in Johannesburg, South Africa and calls for a candidate who is dynamic, excellent in administration, report preparation and co-ordination, and possesses the ability to manage multiple projects effectively. The candidate must seek career development and be highly committed. They should possess the ability to understand and learn complex processes technically and economically.

SKILLS AND EXPERIENCE

- Degree in Mining Engineering and/or Commerce or related qualification
- Minimum of 1,5 years' experience in related position
- Project Management certificate would be an asset
- Experience with CAD software, MS Project, MS Office suite programs
- Experience in contract management
- Valid drivers' license
- High proficiency in the English language (speak, read and write) – Basis German language knowledge would be an asset
- Clear criminal/driving record
- Basic knowledge in:
 - Opencast Mining & Mine Planning
 - Processing & Production Planning
 - Accounting - Metal Accounting
 - Mining Supply Chain
 - Corporate Finance
 - Commodity Trading
 - Mine Health and Safety Act

DESIRED COMPETENCIES

- Administrative skills
- Project management skills
- Communication skills
- Interpersonal skills
- Time management skills
- Self-motivated

- Reliable and responsible
- Solution orientated
- Confidentiality and discretion

MAIN RESPONSIBILITIES

- Intercompany co-ordination, ensuring the effective correspondence of all units of the organisation;
- Representing the Senior Project Co-Ordinator during absence periods;
- Data analysis and interpretation;
- Attending meetings, taking minutes of meetings and drafting action lists;
- Follow up on key issues and topics delegated by the Senior Project Co-Ordinator;
- Full functionality of technical project management and administration
- Drafting project plans and advising project managers
- Compiling reports, on a monthly and quarterly basis;
- Follow up and feedback on all activities within the Mining, Environment and Processing division
- Drafting of detailed Microsoft Excel sheets;
- Financial Modelling and budgeting;
- Reviewing business proposal and compiling proposal;
- Non- technical contractual review;
- Cost benefit analysis studies;

If this job offer drew your attention please send your complete and meaningful application (motivation letter, CV, references, desired salary and earliest starting date) by email to:

CRONIMET Mining AG

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