

Job Description

Superintendent - Accommodation and Logistics

About the Position:

PMET Resources Inc. is a critical minerals exploration and development company focused on advancing its 100%-owned, district-scale Shaakichiuwaanaan Project located in the Eeyou Istchee James Bay region of Québec, Canada. The Shaakichiuwaanaan Project hosts the largest lithium pegmatite mineral reserve in the Americas and ranks among the 10 largest resources worldwide. It also includes a significant tantalum component. The site also hosts the world's largest pollucite-hosted cesium pegmatite mineral resource. The Shaakichiuwaanaan Project is well positioned to become a major North American hub for critical minerals.

In this development context, PMET Resources is seeking an Accommodation and Logistics Superintendent who will be responsible for planning, coordinating and continuously improving accommodation, food and housekeeping services, as well as the operational logistics involved in transporting personnel and materials to our exploration site at kilometre 270 of the Trans-Taiga Road. The incumbent will ensure a safe, clean, efficient and welcoming living environment while managing suppliers, resources, inventory, costs and service quality. On a rotational basis and according to operational needs, the incumbent may act as PMET Resources' primary representative at the site and contribute to the coordination of shared services.

Key Responsibilities:

- Plan, coordinate and oversee all camp services, including accommodation, food services, housekeeping, laundry and common areas, to ensure a safe, efficient and high-quality experience for residents.
- Manage and oversee the service provider, including workforce planning, onboarding, training, team development, and monitoring performance, contractual commitments and operational issues.
- Establish and maintain service standards, procedures, performance indicators and quality control mechanisms, and implement continuous improvement initiatives aimed at enhancing efficiency, reliability and user satisfaction.
- Oversee facility maintenance and the upkeep of infrastructure by monitoring repairs, maintenance needs and the overall condition of equipment in collaboration with the appropriate teams.
- Manage resources, inventories and procurement, including food, supplies, linens, equipment and materials, while optimizing costs and resource utilization.
- Coordinate personnel and material logistics, including camp occupancy, rotations, arrivals and departures, flights, manifests, travel, and the use and updating of the Nomadis system.

- Ensure compliance with applicable health and safety, hygiene, food safety, environmental and regulatory requirements, and participate in inspections, incident investigations and the implementation of corrective measures.
- Maintain effective communication among stakeholders, including operations, human resources, maintenance, health and safety, environment, contractors and external suppliers.
- Oversee administrative follow-up and reporting, including maintaining up-to-date records, inventories, cost tracking, operational reports, performance indicators and required documentation.
- Act as Manager on Duty, as required, to ensure operational continuity and represent the company at the site.

Education and Qualifications:

- Degree or training in hospitality management, food service management, business administration, operations management, or equivalent experience.
- A minimum of 10 years of relevant experience in hospitality, food services, group accommodation or camp services, including significant supervisory experience.
- Experience managing services in a remote environment or mining camp, including cost-plus contract management, scope monitoring and operational cost control.
- Good knowledge of applicable health and safety, hygiene and food safety standards.
- Excellent leadership and communication skills.
- Proficiency in the Microsoft Office suite, particularly Excel and Word.
- Experience with travel and accommodation management software, particularly Nomadis, is an asset.
- Valid Class 5 driver's licence.
- Experience working with First Nations communities is an asset.
- Bilingual in French and English.

Working Conditions:

- Fly-in/fly-out rotational schedule (14 days on / 14 days off).
- Accommodation, meals and transportation provided.
- On-call availability outside regular working hours, as required.
- 12-hour workdays.