

About the role:

PMET Resources Inc. is a critical minerals exploration and development company focused on advancing its 100%-owned, district-scale Shaakichiuwaanaan Property 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 top 10 resources globally. It also includes a significant tantalum component. The property is further home to 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.

Reporting to the Site General Superintendent, the HSE and Training Coordinator plays a key role at PMET Resources' Shaakichiuwaanaan Project exploration site. Based in a remote James Bay environment, the incumbent ensures the implementation, monitoring, and continuous improvement of health, safety, and environment programs, while actively supporting the management and delivery of on-site training (HSE, equipment, and operations). The role ensures compliance with standards, conducts inspections, coordinates and delivers training, and helps foster a strong safety culture. The incumbent will also be responsible for contributing to the implementation of an effective training management and tracking system (competency matrix, records, recertification schedules, and compliance).

Key responsibilities:

- Apply and promote safe work practices, and reinforce PMET Resources' HSE policies, guidelines, and procedures.
- Provide guidance and manage the day-to-day health, safety, environment, and training programs for employees, supervisors, and contractors to ensure a consistent and effective approach.
- Conduct workplace inspections, document findings, and ensure incident and accident reports are completed.
- Analyze accidents and incidents (investigation, data collection, root-cause analysis), write reports, and ensure corrective actions are implemented and followed up.
- Participate in risk assessments, develop and implement corrective/preventive plans, and verify their effectiveness in the field.
- Ensure contractor personnel working on the property comply with PMET Resources' HSE policies and requirements, including training requirements.
- Apply and update, as needed, Safe Operating Procedures (SOPs) for tasks and equipment; ensure they are understood and used in training and day-to-day work.
- Plan, coordinate, and deliver on-site training: onboarding/orientation, emergency procedures, general HSE, SOPs, and training related to operations and equipment (e.g., mining equipment, lifting, vehicles, PPE, etc.).
- Contribute to the implementation and maintenance of a training management and tracking system: position-based competency matrix, annual training plan, recertification calendar/schedules, attendance records, proof of competency, and follow-up mechanisms.



- Coordinate external trainers and vendors as required (rooms, materials, camp logistics, assessments), and ensure content meets internal and regulatory requirements.
- Ensure that inspections by regulatory agencies are coordinated and that necessary improvements are implemented, including HSE documentation and required proof of training.
- Assist in maintaining and complying with site emergency and prevention plans and procedures, and ensure associated drills and training are planned and documented.
- Maintain filing systems (paper and/or digital) for HSE and training information: employee files, certificates, permits/authorizations, training records, and compliance tracking.
- Manage risk assessment processes and contribute to training needs analysis; recommend role-based learning paths and control measures aligned with identified risks.
- The functions and responsibilities listed above are representative of the nature and level of work but do not necessarily include all related tasks.

Education and skills:

- University or college diploma/degree in occupational health and safety, human resources (training focus), or a related field.
- Minimum 5 years of experience in a similar role (HSE and/or training coordination); strong asset if experience in a mining environment or at a remote site.
- Experience with surface drilling operations; familiarity with the facilities and realities of an exploration camp (logistics, vendors, rotations).
- Knowledge of applicable occupational health and safety legislation (Québec) and ability to translate requirements into field practices and training requirements.
- Intermediate to advanced computer skills (Excel, Word, PowerPoint); ability to build and maintain a training/competency matrix and tracking dashboards (or an LMS, if applicable).
- Comfortable delivering training and engaging teams: facilitation, field coaching, clear communication, and ability to adapt content to the audience (employees, supervisors, contractors).
- Strong teamwork, documentation rigor, and a service-oriented mindset in support of operations.
- Valid Class 5 driver's licence.
- Bilingual (French and English).

Working conditions:

- Physical ability to lift 50 lbs.
- Fly-in/fly-out rotation schedule (14/14).
- Accommodation, meals, and transportation provided.