

Project Coordinator (Business Development and Partnerships)

Location: Prince George*

Salary: \$75,000 – \$95,000 annually (commensurate with experience)

Position: Full Time, Permanent

Apply: www.geoterrairs.ca/careers

Company Overview

Geoterra Integrated Resource Systems Ltd. is a British Columbia-based consulting firm providing strategic, technical, and operational services to the natural resource sector. We are industry leaders known for safe, efficient, and effective project delivery across forestry, environmental, and land-based development disciplines.

Position Overview

We are seeking a highly organized and proactive Project Coordinator to support business development and partnership initiatives. In this role, you'll work closely with leadership, ensuring smooth coordination of partner relationships, tracking opportunities, and supporting key business development projects.

Job Highlights

- Competitive Compensation: \$75,000 – \$95,000 per year, based on experience.
- Comprehensive Benefits: Extended health & dental benefits and health and wellness for you and your family.
- Company-matched retirement savings plan.
- Professional Growth: Support for training, certifications, and payment of professional dues.
- Opportunities to work on meaningful, partnership-driver projects.
- Team Environment: Join a positive, safety-focused team that values integrity and innovation in forestry.

Key Responsibilities

- Coordinate timelines, meetings, and deliverables for business development initiatives.
- Track proposals, partnerships, and key relationships.
- Prepare project documentation, meeting notes, and follow-up actions.
- Facilitate communication between internal teams and external partners.
- Assist in creating presentations, reports, and updates.

Qualifications

- Post-secondary education in natural resources, environmental studies, or business administration.
- Experience in project coordination or administration, ideally in business development or partnerships.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proficiency with project management tools and MS Office (or similar software).

*Location

The preferred location is Prince George, BC; however, candidates in Fort St. John, Cranbrook, or the Okanagan region will be considered. This is an in-office position, and occasional travel throughout Western Canada may be required.

How to Apply

If you are excited by the opportunity to take on this challenging and rewarding role, please submit your cover letter and resume (in PDF format) via email to hr@ccisolutions.ca.

Please include “Project Coordinator – Your Name” in the subject line of your email. Application Deadline: This posting will remain open until the successful candidate is hired (applications will be reviewed on a rolling basis). We encourage interested applicants to apply early. We thank all applicants for their interest in joining our team. Only short-listed candidates will be contacted for an interview. We look forward to hearing from you!