



JAYNINE MCCRAE

Project Administrator

NUNA CONTRACTING

Jaynine McCrae is originally from the Hamlet of Kugluktuk. She grew up in the City of Yellowknife and attended Sir John Franklin High School.

After completing high school, Jaynine started her employment with the Government of Nunavut in numerous departments. After five years, Jaynine made the switch to the mining and exploration industry. She began as an assistant logistics coordinator with Sabina Gold & Silver Corp. for one season during the exploration phase of the Goose Lake project.

Now, with Nuna Contracting, she has been a part of many projects across the North from Hope Bay, to Mary River Mine, and even Uranium City in northern Saskatchewan.

Currently a project administrator, she has held additional positions with Nuna Contracting as an assistant winter road coordinator and travel coordinator. These positions require a lot of organizational skills and the ability to prioritize the work. Some tasks of a project administrator include processing timesheets for payroll and invoicing, maintaining a project manpower schedule, distributing remote site travel itineraries and assisting with project reporting.

“I love working in the North and seeing people from so many different backgrounds coming together. You make life long friends when you work at remote camps.”

JOB GOALS

- Support project management to ensure contractual obligations are met
- Support employees at remote job sites as a main contact for Nuna Contracting
- Work safely

SKILLS THAT PLAY A PART

- Interpret contracts and agreements
- Organizational skills
- Interpersonal skills
- Ability to work with minimal supervision
- Attention to detail

EDUCATION AND TRAINING NEEDED

- High school or GED diploma
- Proficient in English
- Knowledge of Microsoft Office (Excel & Word)