



## Project Controls Coordinator (12- 15 Month Term)

*An excellent opportunity for a Project Controls Lead looking for their next challenge*

*Synergy HR Consulting is Human Resource Management and Recruitment firm – providing a broad range of HR & Recruitment services to a variety of businesses in all industries in Western Canada. We work collaboratively with our clients to ensure we understand their core business, building teams that are engaged, empowered and accountable. Our meaningful, long-term relationships with our clients make us an industry leader in providing exceptional HR and Recruitment support.*

On behalf of our client, CIMS Limited Partnership, Synergy HR is seeking a **self-starting, team player willing to work collaboratively towards achieving the strategic goals of the company** to fill the role of **Project Controls Coordinator (12-15 Month Term)** based in Port Coquitlam, BC.

CIMS LP is 100% Canadian owned and operated mechanical contractor serving locations across Canada. CIMS provides services in the heavy industrial sector including the largest plant shutdowns and complex industrial projects in the Oil & Gas, Mining & Industrial, Pulp & Paper, and Power Generation industries. In addition to being an industry leader and formidable market leader, CIMS is passionate about hiring and retaining the market's best talent and offers exciting work, training & development, engagement and opportunity to all of its employees.

Reporting to the Chief Financial Officer, the Project Controls coordinator is responsible for managing, integrating, coordinating and reviewing the work of the Project Management group to develop, implement, feed, reconcile, and maintain valuable program control databases and reports.

### ***You will be accountable for:***

- Billing Rate Management (need experience with Union Agreements);
- Job Setup (Sage Real Estate System experience an asset);
- Change Order Management

### **Timberline/DTC Job Cost Administrator**

- This role is a key Project Control position and is responsible for the setup of projects in our key information systems (DTC, Timberline, Toolhound), dealing with minor system issues as our 1<sup>st</sup> line support person and helping our field users, particularly Project Managers and Project Administrators and Project Co-ordinators in ensuring our projects can be properly reported and tracked.
- In this role you are the key user for Timberline and will help CFO redesign, implement and develop processes and procedures which will result in a more effective and efficient project control environment and ensure end users have a person to contact about system issues or concerns, and liaison with our external consultants when necessary.
- Activities will include the creation of project files in Timberline and DTC, developing new process and procedure manuals and forms, and ensuring the integrity of data in the system and 1<sup>st</sup> line system support. You will also be a key resource in training end users on how to manage report and use data within the system to help effectively manage our projects.

- We will provide you with the necessary training on our systems to ensure your success in this role. Your field experience will be very beneficial in this role and there are many more components of this position which are exciting and challenging and will stretch your knowledge and skill sets.

#### **Billing Rate Administrator**

- This role is another key Project Control position and is responsible for managing, updating, and creating billing schedules for our customers, estimating department and project management.
- In this role you are the key resource for the maintenance and updating of existing rate schedules to reflect changes in union pay rates, to develop rate schedules for the estimating team and to assist in the improving of the rate process and structures. You will become a key CIMS resource in regards to knowledge of our Union Agreements and how we calculate and manage our rate schedules for internal and external users. You will assist in developing a rate management structure to ensure we are always using and reporting valid rates to internal and external users and ensure we are always referencing the correct and current billing rates in all our communications.
- Other duties as assigned

#### ***To be successful in this role you must have:***

- Two, or more, years of experience working within Project Controls Coordinator position
- Experience in Project controls, budgeting/Financing,
- Experience with Union Agreements
- Requires knowledge of the principles of cost estimating and contract administration.
- Ability to accurately interpret construction contractual documents and contract modifications and accounting.
- Must possess proficient oral and written communication and presentation skills and able to communicate effectively with wide variety of people with diverse background of all levels and disciplines.
- Must be able to develop and maintain positive, cooperative, team-oriented relationships with co-workers, supervisors, managers, clients and others in contact with the job
- Consistently demonstrates a networking attitude to maintain, promote and build up or grow the business.
- Able to efficiently and effectively handle multiple and shifting priorities.
- Strong working knowledge of MS Office,
- Ability to Innovatively and creatively solve problems
- Exceptional interpersonal skills reflecting the ability to inspire teamwork, confidence and cooperation amongst all stakeholders and partners coupled with collaborative consensus-building competencies.
- Influencing and negotiating skills to reach agreements and build consensus among parties
- Construction site experience is an asset

If you feel you are qualified for this role, please submit your resume online.

***Only candidates who are most qualified for the position will be contacted.***