



A DIVISION OF
CIMS

Timekeeper – Kitimat, BC

**This position is being offered with the option of full-time or part-time employment. **

101 Industries, a division of CIMS Limited Partnership, is seeking a Timekeeper in Kitimat, BC.

101 Industries is one of the largest multi-discipline trade contractors in Northwest BC, serving a diverse group of industrial and commercial customers across a wide range of industries. CIMS LP is 100% Canadian owned and operated mechanical contractor serving locations across Canada. In addition to be 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 its employees.

In the position of *Timekeeper*, you will be responsible for regional project administration such as the daily and timely entry of payroll into CIMS timekeeping system (DTC) & client applications, collection and filing of payroll related documentation, and other related administration duties.

You will be accountable for:

- Ensuring all employee and personnel resources are active and accurate in the relevant time management/recording system DTC and/or customer system.
- Accurate and timely recording of time is submitted on a regular basis for payroll and invoicing purposes.
- Collection of payroll documentation to ensure timely payroll to workers.
- Maintain project crew lists
- Reporting on time usage
- Respond to and resolve questions that employees may have regarding payments.
- Supporting the project supervision
- Create and manage accommodation and travel bookings for project crew and staff
- Ensure all employees are paid in accordance with union agreements, CIMS policies, and site / client rules

To be successful in this roll you must have:

- Grade 12 equivalent or higher education
- Administrative certificate, diploma or degree would be an asset
- Previous payroll and time keeping experience would be an asset
- Familiarity of understanding and interpreting union agreements is an asset
- Experience with the use Microsoft Office (Excel, Word, etc.)
- Attention to detail
- Ability to manage conflicting priorities and meet tight deadlines
- Excellent communication skills
- Ability to work independently and take initiative and as part of a team driving towards achieving team goals and objectives

If you feel you are qualified for this role, please submit your resume to HR@CIMSLTD.COM

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