



Administrative Assistant, Knowledge, Sustainability & Innovation (KSI) – Rossland, BC

This is a part-time position, with future possibility of full-time employment

A tremendous opportunity with a progressive, people-oriented company...

CIMS Limited Partnership, is seeking a **detail-oriented, organized person** with **proven documentation management & succession planning experience** to fill the role of **Administrative Assistant for our Knowledge, Sustainability & Innovation department**.

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, CIMS is passionate about hiring and retaining the market's best talent and offers exciting work, training & development, engagement and opportunities for growth to all of its employees.

In the position of **KSI Administrative Assistance**, reporting to the Director of Knowledge, Sustainability & Innovation, you will provide support for the development, implementation and management of all initiatives related to field succession planning and field knowledge capture. You will ensure that systems and processes are implemented and managed on a consistent basis across the company, that files are managed and maintained, and that knowledge is captured and stored in a manner that ensures ease of access and usability.

You will be accountable for:

- Provide daily administrative support to the Director of Knowledge Sustainability & Innovation;
- Manage and maintain all confidential field succession management files;
- Schedule, organize and manage all details related to training initiatives in support of field leadership development; and
- Develop, manage and maintain a library of field knowledge.

To be successful in this role you must have:

- 3-5 years' experience in an administrative role;
- Detail oriented
- Results driven
- Strong communication (written and oral), planning, and organization skills
- Ability to work effectively across all levels of the organization
- Ability to problem solve
- Self-starting, team player willing to work collaboratively towards achieving the strategic goals of the company
- Ability to multi-task and manage conflicting priorities and adapt to changing working conditions and demands, and
- Working knowledge of all applicable software (MS office). Use computer applications and communications software as needed. Create spreadsheets for tracking purposes.

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

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