



Payroll Administrator – Port Coquitlam, BC

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

CIMS Limited Partnership, is seeking a **detail-oriented, organized person** with **proven payroll experience** to fill the role of **Payroll Administrator**.

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 **Payroll Administrator**, reporting to the Payroll Manager, you will be responsible for basic payroll functions related to collecting, verifying and processing weekly payroll for hourly employees.

You will be accountable for:

- Adhere to all payroll procedures and processes and ensure compliance to legislations such as Employment Standards, Canada Customs and Revenue Agency and Income Tax Act & Regulations.
- Prepare, coordinate and maintain employee documentation.
- Enter, verify and process hours for employees across multiple provinces.
- Prepare and distribute T4's, ROE's and other payroll related reports.
- Prepare and remit all statutory remittances and reconcile GLs.
- Create payroll and labour related reports as required.
- Respond to inquiries and requests for payroll information from employees.
- Liaise with project group and site administrator.
- Respond to unemployment claims, verifications, and statistical reporting.
- Reconcile union remittances and prepare journal entries.
- Administer pension and benefit plans and remit premiums to unions.
- Administer garnishees and third party demand.
- Reconcile statutory remittances, PIER reports, WCB annual statements (when assigned).
- Maintain strict confidentiality of privileged information.
- Interpret multiple collective agreements.

To be successful in this role you must have:

- Completion of a 2- or 3-year college program in payroll or similar or;
- 2+ years of experience with full-cycle payroll or
- PCP designation preferred.
- Proficient in computer Office Suite applications i.e. Windows, Excel, Word, Outlook.
- Strong verbal and written communication skills
- Ability to work professionally and proactively with business segment leaders regarding their particular business needs while enforcing Payroll department standards.
- Exceptional interpersonal skills – Direct interactions with management and employees
- Maintain confidentiality of all information received from the company.
- Well organized and able to work with minimum supervision.

- High level of attention to detail and a high level of accuracy.
- Ability to prioritize tasks in high volume environment
- Willingness to work overtime during peak season as needed

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.