



Corporate Quality Administrative Assistant – Port Coquitlam, BC

**12-month to 18-month temporary contract position **

CIMS Limited Partnership, is seeking a **driven and resourceful office assistant that can provide exceptional support** to fill the role of **Corporate Quality Administrative Assistant**.

In the position of **Corporate Quality Administrative Assistant**, you will be responsible for providing administrative and coordination support to the Director of Quality and Regional Quality Managers with respect to the implementation of Quality Assurance and Quality Control initiatives for CIMS. Additional is responsible for maintenance of CIMS NCR Log and distribution, all inspectors' certifications, Turnover Documentation transmittal and retention.

You will be accountable for:

- Support and promote CIMS' Culture, Values and business strategy.
- Live the CIMS corporate values by demonstrating professional and respectful workplace and promoting collaboration, innovation and engagement.
- Provide administrative and coordination support for the implementation of CIMS Corporate Quality initiatives.
- Ensure internal and external customer needs are supported to facilitate operational excellence with respect to CIMS Quality Management System.
- Manage QA documents and distribute within the organization as required.
- Maintaining CIMS NCR logs, Inspectors' certification, insurance logs, Health and Safety reports, CIMS training database, Safety Meeting Minutes, and Turnover Documentation.
- Data entry of new employee sign-ons & Project Agreement sheets and providing coordination support. Coordinate tools and parts support for field crew (for example sending tools and equipment for repairs and calibration as required).
- Documenting meeting notes and managing Project Lead weekly reports.

A successful candidate would be an individual who has intermediate levels of administration experience with a completion of business administration post-secondary & equivalent or a combination of education & related administrative experience.

Strong attention to document details and ability to problem solve. Ability to multi-task and manage conflicting priorities. Strong communication skills (written and verbal), planning, organization, conflict resolution and training skills Self-starting, team player willing to work collaboratively towards achieving the strategic goals of the company and effectively across all levels of the organization.

Working knowledge of all applicable software (MS office). Use computer applications and communications software as needed. Create spreadsheets for tracking purposes. Strong levels of experience with creating, managing, and producing PDFs documents is preferred. Experience administering and reporting on Quality, Turnover and document retention would be an asset.

Working conditions you can expect while performing your role to include:

- May be required to work in a well-ventilated office environment with adequate lighting and temperature.
- Standard office equipment will be used such as computers, photocopiers, fax, phone, etc.
- May be required to work in a portable trailer on client sites with adequate lighting and temperature.
- May be required to work on customer sites, supplier premises and other facilities.
- May be required to work outside of normal work hours on occasion to meet deadlines.

About Us:

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. We have been certified as a Canadian Workplace Culture Leader and has earned the ranking of Canada's Top Workplace Culture Innovators!

CIMS LP is committed to ensuring that reasonable accommodations are made available to person with disabilities during the recruitment, assessment and selection processes and, in consultation with job applicants, provide reasonable accommodations upon request.

We welcome and encourage applications from Indigenous Peoples, women, the LGBTQIA2 community, mature workers, people with disabilities and people from different cultural backgrounds.

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

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