



A DIVISION OF
CIMS

Project Administrator – Kitimat, BC

Short-term contract till December 2022 with per diem or LOA accommodations for days worked, paid flights or 0.61km for port-to-port travel.

101 Industries, a division of CIMS Limited Partnership, is seeking someone who is passionate about office administration & operations, and who enjoys dealing with people on a day-to-day basis as the regional Project Administrator.

In the position of **Project Administrator**, you will be responsible for regional project administration such as the daily and timely entry of timesheets 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.
- Respond to and resolve questions that employees may have regarding paystubs.
- Ensure all employees are paid in accordance with union agreements, CIMS policies, and site / client rules.

A successful candidate would be an individual who has strong people skills who can manage conflicting priorities and tight deadlines. This role will require you to work independently, however you will be working alongside the operations team towards specific goals and objectives. Experience working within Microsoft products is an asset. An individual who has previous timekeeping experience and familiar with union agreements would be preferred.

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:

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. For the past 50+ years, 101 Industries has grown with Kitimat community and has collaborated with many community partners to support local businesses and residents. 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.

101 Industries, a division of 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 particularly 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.