



Payroll Administrator – Port Coquitlam, BC

Full-time, permanent

Calling all individuals who have a passion in working in finance or unionized payroll environment. We have the perfect position for you at our head office location in Port Coquitlam, BC, where you will be working alongside a great group of fun and diverse group of people!

As the **Payroll Administrator**, you will be responsible for day-to-day payroll functions related to collecting, verifying and processing weekly payroll for hourly employees.

Key Accountabilities, Duties & Responsibilities:

- Prepare, coordinate and maintain employee documentation.
- Enter, verify and process hours for employees across multiple provinces.
- 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
- 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 garnishees and third party demand.

A **successful candidate** would be an individual who has a keen eye for payroll systems improvement and is proficient in computer Office Suite applications. This individual would have strong verbal & written communication skills, has a high level of attention to detail and high level of accuracy. Completion of 2 to 3 year college program in payroll or similar and/or a combination of 3+ years of experience with full-cycle payroll within in Canadian payroll systems. **PCP designation and trade union experience is preferred.**

Working Conditions include working in an office environment, working towards strict deadlines. 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.

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.