



Project Administrator – Port Coquitlam, BC

Temporary Contract

Calling all individuals who have a passion for working within a team and enjoy the unique working atmosphere in a fast-paced construction company. We have the perfect position for you at our head office location in Port Coquitlam, BC, where you will be working alongside a group of fun and diverse people!

As the **Project Administrator**, you will be a key contributor towards the team's success by working alongside the project team(s) and providing coordination and administrative support, while embodying CIMS corporate values of Our People, Our Promise, Our Passion.

You will report to the **General Manager and your assigned Project Manager** and be accountable for:

- Prepare, coordinate and maintain employee documentation within CIMS timekeeping system.
- Enter, verify and process hours for employees working on your assigned project (timekeeping).
- Adhere to all union collective agreements and ensure timekeeping compliance.
- Support project reporting requirements assigned by the Project Manager/ Project Coordinator.
- Respond to inquiries and requests about payroll issues from employees.
- Provide other project administrative support as needed.

You will be **amazing at this job** if you are an individual who:

- Is energetic and can communicate with different personality types.
- Enjoys working with a team with a can-do attitude.
- Has the natural ability to self-start, take initiative and problem solve.
- Is organized, flexible and independent.
- Works well under pressure and are able to prioritize.
- Demonstrates attention to detail and a high level accuracy.
- Focuses on quality and takes pride in your work.

The **ideal candidate** will have a blend of relevant experience and qualifications, such as:

- Working knowledge of Microsoft Office (i.e. Excel & Outlook).
- Experience in either administrative and/or data entry.
- Experience entering payroll for unionized trade workers.

Working Conditions include working in an office environment and working towards strict deadlines. May be required to work outside of normal work hours on occasion to meet deadlines. There may also be opportunities for travel to project sites for individuals who are interested.

About Us:

CIMS LP is a 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. 30+ years in the business we believe that *Our People* are our most valued asset and commit to our employees, our customers and our communities to make a positive impact every day.

CIMS is an inclusive employer committed to a workplace that reflects the diversity of the communities we live and work in. Every day we work towards empowering and advocating for our employees by welcoming, respecting and valuing people for who they are as individuals. **We welcome and encourage applications from Indigenous Peoples, women, the**

LGBTQIA2+ community, mature workers, people with disabilities, and people from different colour /cultural backgrounds.

CIMS LP is committed to ensuring that reasonable accommodation is made available to people with disabilities during the recruitment, assessment and selection processes. If there's something we can do to help make the recruitment process more accessible-friendly, let us know and we will do our best to accommodate.

If you want to be a part of our hard-working team and have the skills we are looking for, please submit your resume to **RECRUITMENT@CIMSLTD.COM**

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