



## Materials Coordinator – Corunna, ON

CIMS Limited Partnership is seeking a **well-organized problem solver with excellent communication skills and a passion for accuracy to fill the role of Materials Coordinator.**

As a **Materials Coordinator** at CIMS LP, you will be a key contributor towards CIMS success by being responsible for determining the quantity and order date for materials needed to meet the production schedule/project deadlines and initiating purchase or production requisitions as appropriate. while embodying CIMS corporate values of *Our People, Our Promise, Our Passion.*

### **You will report to Lead Estimator and be accountable for:**

- Ensure manufacturing continuity by ensuring the materials are available as needed, on-demand.
- Ensure an accurate inventory of all materials is maintained.
- Manage the procurement of materials as needed on a project-by-project basis.
- Perform material take-offs for tenders.
- Source suppliers for various materials and services
- Send requests for competitive material pricing.
- Perform material bid to construction comparisons.
- Issue purchase orders

### **A successful candidate** would be an individual who:

- Diploma or degree in a related field or a combination of education & related experience.
- Minimum of 2 years of production planning experience in a manufacturing environment.
- Industrial Construction experience would be an asset.
- Ability to calculate invoices and accept payment.
- Proven ability to manage and schedule product shipping and receiving.
- Ability to engage with and communicate with suppliers and customers.
- Ability to perform other tasks outside of material coordination would be an asset.
- Previous estimating experience would be an asset.

### **Working conditions** you can expect while performing your role include:

- Work in a well-ventilated fabrication shop with adequate lighting and temperature; required to use personal protective equipment to prevent exposure to hazardous materials.
- Required to work on customer sites, supplier premises and other facilities as needed.

### **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.***