



Payroll Administrator – Port Coquitlam, BC

CIMS Limited Partnership is seeking a passionate and dedicated payroll professional who will bring a wealth of payroll knowledge, experience and a can-do attitude and is willing to take on a dynamic and very fast-paced position with our payroll team.

In the role of **Payroll Administrator at CIMS LP**, you will be a crucial contributor to CIMS's success by processing hourly or salary payrolls for union & non-union employees across multiple provinces and participating in the project to implement a new payroll system.

You will report to the Payroll Manager and be accountable for:

- Full-cycle payrolls for multiple unions and multiple provinces.
- Validate time reports, audit the pay rate exceptions, and allocate job costing properly.
- Perform payroll processing, GL posting, benefits admin, and payroll reporting.
- Liaise with the managers, project groups, site admins, unions, and third-party providers.
- Prepare and reconcile monthly union dues and fringe benefits remittances.
- Prepare and reconcile payroll taxes, WCB, and EHT payments.
- Complete year-end processes, including the preparation of T2200 and T4s.
- Adhere to all payroll procedures and processes and ensure compliance with legislations such as Employment Standards, Canada Customs and Revenue Agency and Income Tax Act & Regulations.

You are an Ideal Candidate for this role if you:

- PCP certified.
- Have 3-5 years of experience with full-cycle payroll in a high-volume payroll administrator role.
- Experience implementing, utilizing, and administrating the ADP WFN payroll system is preferred.
- Intermediate to advanced Excel skills and ability to create reports and analyze data.
- Are well organized and prioritize tasks in a high-volume environment with minimum supervision.
- Have a high level of attention to detail and a high level of accuracy.
- Can work professionally and proactively with business segment leaders regarding their business needs while enforcing Payroll department standards.
- The ability to work overtime when required/ during peak seasons.

Your success in this role will be measured by:

- Your ability to lead by example and honour the CIMS Core Values: Our People. Our Promise. Our Passion.
- Process weekly payroll for 100-300 employees
- Your ability to create advanced Excel reports and analyze data.
- Accurately enter payroll information with minimal errors.

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. We have a strong reputation for executing projects on or ahead of schedule and providing critical 24-hour emergency response services. Our labour affiliations allow us to quickly mobilize highly skilled trades for emergency work, complex major capital or maintenance projects. We work closely with our project stakeholder throughout the project lifecycle to identify, implement, and enforce all aspects of work that impacts productivity, which is critical to our customer's success.

What differentiates CIMS is *Our People*. Our reputation for the past 30+ years in the business have given us the ability to

attract and retain high-performing staff and field supervision who are committed to our CIMS Core Values and making a positive impact every day. *Our Promise* is that every employee goes home injury-free and that the job is done right the first time. *Our Passion* is providing our customers with peace of mind with our team's knowledge, experience, innovated thinking and integrity.

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.

