



## Payroll Coordinator – Port Coquitlam, BC

Join **CIMS Limited Partnership** as a **Payroll Coordinator** and shape our operations! Utilize your expertise to process payrolls for union and non-union employees across provinces. Reporting to the **Payroll Manager**, you'll also contribute to implementing our new payroll system. If you're passionate about payroll and ready to make an impact, apply now!

### ***You will report to Payroll Manager and be accountable for:***

- Manage full-cycle payrolls for multiple unions and provinces, ensuring accuracy and compliance.
- Validate time reports, audit pay rate exceptions, and allocate job costing accurately.
- Execute payroll processing, GL posting, benefits administration, and comprehensive payroll reporting.
- Collaborate with managers, project groups, site admins, unions, and third-party providers.
- Prepare and reconcile monthly union dues, fringe benefits remittances, and payroll taxes.
- Balance various payroll GLs, prepare necessary journal entries, and oversee year-end processes.
- Contribute to system implementation projects, including data conversion, system mapping, and compliance with collective agreements and legislation.

### ***You are the ideal candidate for this role if you:***

- A PCP certificate is required.
- 3-5 years of experience with full-cycle payroll in a high-volume payroll administrator role
- Experience using and administering the ADP WFN payroll system is preferred.
- Experience implementing/changing payroll systems is a plus.
- Intermediate to advanced Excel skills and ability to pull reports and analyze data.
- Proficient in computer Office Suite applications, i.e. Windows, Word, Outlook.
- Strong verbal and written communication skills.
- Exceptional interpersonal skills – Direct interactions with management and employees.
- Maintain confidentiality of all information received from the company.
- High level of attention to detail and a high level of accuracy.
- Willingness to work overtime during peak season as needed.

### ***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.
- Ability to be well organized and prioritize tasks in a high-volume environment with minimum supervision.
- Ability to work professionally and proactively with business segment leaders regarding their particular business needs while enforcing Payroll department standards.
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- Your development and support of a culture of innovation, operational excellence, and continuous improvement within the payroll team.

### ***About CIMS LP:***

CIMS LP is a 100% Canadian-owned and operated mechanical contractor serving locations across Canada. We provide 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 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.

**What is in it for you?**

CIMS LP offers a well-rounded total compensation package for positions that are eligible to participate. Benefits include:

- Paid vacation time/days
- Extended health, dental & vision benefits.
- Flexible work & hybrid work options.
- Education Assistance & Employee Development opportunities.
- Social events, such as annual charity events, monthly lunches and more.
- Options to join/ participate in our inclusive committees, such as our Equity, Diversity & Inclusion Committee, Social Committee, etc.

**To those who are interested in applying:**

*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](mailto:RECRUITMENT@CIMSLTD.COM)

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

