



## Project Administrator / Timekeeper - Kitimat, BC

CIMS Limited Partnership, is seeking **someone who is passionate about office administration & operations**, and who **enjoys dealing with people on a day-to-day basis** as the **Project Administrator/ Timekeeper for Kitimat, BC**.

In the position of **Timekeeper**, you will be responsible for you will be responsible for regional project administration such as the daily and timely entry of timesheets into CIMS timekeeping system (DTC) & client applications, collection and filing of payroll related documentation, and other related administration duties.

### ***You will be accountable for:***

- Ensuring all employee and personnel resources are active and accurate in the relevant time management/recording system DTC and/or customer system.
- Accurate and timely recording of time is submitted on a regular basis for payroll and invoicing purposes.
- Collection of payroll documentation to ensure timely payroll to workers.
- Maintain project crew lists.
- Respond to and resolve questions that employees may have regarding paystubs.
- Ensure all employees are paid in accordance with union agreements, CIMS policies, and site / client rules

**A successful candidate** would be an individual who would be an individual who has strong people skills who can manage conflicting priorities and tight deadlines. This role will require you to work independently, however you will be working alongside the operations team towards specific goals and objectives. Experience working within Microsoft products is an asset. An individual who has previous timekeeping experience and familiar with union agreements would be preferred.

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

- Travel may be required.
- May be required to work outside of normal work hours (8+hrs a day, including possible weekends and holidays).
- Working in operating plant facilities including pulp mills, refineries, smelters.
- Working in high stress situations (i.e. collections, investigations and meeting 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. We have been certified as a **Canadian Workplace Culture Leader** and has earned the ranking of **Canada's Top Workplace Culture Innovators!**

*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.***