



PROJECT COORDINATOR – Port Coquitlam, BC

Must be willing to travel 50% between region project sites, Burnaby, BC and Port Coquitlam, BC.

CIMS Limited Partnership, is seeking a **self-motivated, business and team-oriented individual** with an **energetic attitude** to fill the role of **Project Coordinator**.

In the position of **Project Coordinator**, you will be responsible for assisting with proposal submissions and project coordination. The Project Coordinator will report directly to the Project Manager and the Regional Operations Vice President.

You will be accountable for:

- Providing daily support to the Project Manager with proposal submissions and project coordination (drawing reviews, contract administration, document management, change order procedures, etc.).
- Supporting the coordination of the efforts of all parties involved in the project, which includes connecting with the client, subcontracts, etc.
- Supporting and monitor all project activities, budgets, schedules, quality levels and customer satisfaction.
- Supporting the CIMS culture, values, and business strategy.

A successful candidate would be an individual who is a highly organized multi-tasker with excellent time-management skills and exceptional interpersonal skills that can directly interact with management, clients, vendors, and employees. Minimum of 3 years' experience in heavy industrial or manufacturing coordination and/or a completion of a Technical Degree or equivalent education would be an asset. Proficient in computer Microsoft Office Suite applications (i.e. Windows, Excel, Word, Outlook), AutoCAD and MS Project.

Working Conditions include:

- Travelling and working in operating plant facilities including pulp mills, refineries, etc, M
- May be required to work outside in hot/cold, wet/humid, and dry/arid conditions.
- May be required to work outside normal work hours (8+hrs a day, including possible weekends and holidays).

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.