



Warehouse Associate – Port Coquitlam, BC

CIMS Limited Partnership, is seeking an **individual that is a punctual self-starting, teamplayer with warehouse experience** to fill the role of **Warehouse Associate**.

In the position of **Warehouse Associate**, you will be responsible for Reporting to the Warehouse Manager, the Warehouse Associate is responsible for receiving and shipping materials and overseeing the Tool Crib.

You will be accountable for:

- Maintain the necessary inventory levels of supplies and tools to support production needs.
- Collect, store, and issue hand tools, machine tools, dies, measuring devices, and other equipment and maintain records of withdrawals and returns of tooling.
- Ensure that all tools and equipment are in good working condition and meet calibration specifications.
- Live the CIMS corporate values by demonstrating professional and respectful workplace and promoting collaboration, innovation, and engagement.

A successful candidate would be an individual who has strong knowledge of various types of tooling found in a fabrication shop. Ability to read and understand blueprints and the ability to follow written welding procedures. Ability to read lists of products, stock numbers, quantities, and prices. Strong inventory control and stock keeping capabilities. Strong verbal & written communication skills.

1-2 years' experience working in a manufacturing environment. Attention to detail with ability to problem solve and multi-task and manage conflicting priorities. Ability to work effectively across all levels of the organization and with the client. Working knowledge of all applicable software (MS office). Use computer applications and communications software as needed. Create spreadsheets for tracking purposes.

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

- Working both indoors and outdoors in a well-ventilated fabrication shop with adequate lighting and temperature.
- Using standard equipment found in a fabrication shop (welders, power tools, hand tools etc.).
- Work requires repetitive movement and lifting, frequent standing and walking are required.
- Frequently required to use personal protective equipment to prevent exposure to hazardous materials.
- May be required to work outside of normal work hours on occasion to meet deadlines.
- **May be required to lift/move loads of up to 50lbs.**

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.