

Job title	Summer Student / Project Assistant
Division / Depart.	Operations
Location	Kitimat, BC
Reports to (title)	Project Manager

Type of position:	Hours: 40 hours/week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Non-Union or Exempt
<input type="checkbox"/> Part-time	<input type="checkbox"/> Union
<input type="checkbox"/> Contractor	
<input checked="" type="checkbox"/> Intern	

GENERAL DESCRIPTION

Reporting to a Project Manager, the Summer Student – Project Assistant provides administrative and coordination support to the project management team in Kitimat. This role offers a hands-on opportunity for a local post secondary student to gain exposure to industrial construction project operations, including project documentation, reporting, and cost tracking processes.

Working closely with Project Managers and Project Coordinators, the Summer Student will assist with maintaining project documentation, organizing project information, and supporting day-to-day administrative requirements for active projects. This role is designed to provide practical experience in project administration within an industrial construction environment.

CIMS is committed to supporting local communities and encouraging students to explore careers in the skilled trades and construction industry.

KEY ACCOUNTABILITIES

- Coordinate the execution of Projects to ensure Client requirements are met.
- Assisting Project Coordinator/Manager with any support required.
- Support Project Payroll initiatives including Timekeeping.
- Support all Project reporting requirements.
- Provide Administrative Support to the life cycle of the Project.

DUTIES & RESPONSIBILITIES

- Provide administrative and coordination support to the project management team.
- Assist with organizing and maintaining project documentation including drawings, specifications, and project correspondence.
- Perform data entry and maintain spreadsheets used for project tracking, reporting, and cost monitoring.
- Support project setup activities including preparation of project documentation and internal record updates.
- Assist with preparing project reports, meeting notes, and tracking action items.
- Help track project documentation including purchase orders, change requests, and submittals.
- Assist with compiling information required for project billing and reporting.
- Support basic research and organization of information for upcoming bids and proposals.
- Provide general office and administrative support to the operations and project teams as required.

QUALIFICATIONS

- Currently enrolled in, or recently completed, a post-secondary program in Business Administration, Project Management, Office Administration, or a related field.
- Strong organizational and time management skills.
- Proficiency with Microsoft Office applications including Word, Excel, and Outlook.
- Strong attention to detail and ability to maintain accurate records.
- Ability to communicate effectively and work collaboratively within a team environment.
- Interest in learning about industrial construction project operations.
- Attention to detail
- Ability to problem solve
- Excellent English verbal & written communication skills
- Working knowledge of all applicable software (MS office) – an asset

WORKING CONDITIONS

- Temporary summer student position based in Kitimat, BC.
- Office based role supporting active project teams.
- Opportunity to gain practical experience working with project management teams in the industrial construction sector.
- Standard office equipment will be used such as computers, photocopiers, fax, phone, etc.

PHYSICAL REQUIREMENTS

- May be required to work outside of normal work hours on occasion to meet deadlines.
- May be required to travel and work at client site locations for long durations.

DIRECT REPORTS

- No direct reports

DEVELOPED BY	Human Resources
APPROVED BY	
LAST REVISED	March 29, 2023