



Payroll and Benefits Administrator Grieg Seafood BC Ltd.

Grieg Seafood BC Ltd., a dynamic and growing company in the Aquaculture industry, is seeking to hire a full-time Payroll and Benefits Administrator, based in Campbell River, BC. Reporting to the HR Manager, the Payroll and Benefits Administrator will support the HR function with primary accountability for payroll processing and benefits administration activities.

Key Responsibilities

- Prepare and process full-cycle payroll accurately and on time on a bi-weekly basis.
- Audit Time and Attendance and Time Off entries and export data into payroll.
- Ensure pay adjustments and pay data uploads are accurate.
- Input changes and adjustments ensuring input is appropriately authorized with strict adherence to deadlines.
- Calculate and process off cycle payroll cheques for adjustments such as pay advances, terminations, leave of absences, severances and final vacation and overtime payouts.
- Administer benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, employee assistance, food allowance, travel allowance, automobile tax benefit calculations etc.
- Review and verify completed benefits enrolment packages for new employees and newly eligible existing employees for accuracy.
- Other payroll, benefits and HR related duties.

Knowledge, Skills and Abilities

- Comprehensive understanding of payroll legislation, employment standards and payroll accounting and working knowledge of employee benefit programs
- Proficiency with Microsoft Office Suite
- Exceptional organizational and time management skills
- Strong attention to detail with the ability to prioritize and handle multiple priorities
- Flexibility to work overtime to meet conflicting submission deadlines
- Approachable and displays a positive can-do attitude

Training, Education and Experience

- Previous or current post-secondary education in payroll administration / Human Resources Management and/or a minimum of 1-2 years payroll or HR experience
- Canadian Payroll Association certification or working towards an asset

Deadline to apply: Friday July 13th, 2018

Email your resume to: hr@griegseafood.com

Thank you for your interest in working for Grieg Seafood. Please note that only those shortlisted for interviews will be contacted. Please note applicants must be legally entitled to work in Canada.