



people + culture

Payroll & Benefits Coordinator

Overview

This position is responsible for ensuring timely and accurate payroll processing for our 175+ employees at multiple locations. This includes overall accountability for the bi-weekly payrolls as well as supporting benefits administration for the company, and administrative support for the People & Culture team during non-peak payroll times.

Payroll:

- Responsible for processing payroll bi-weekly including:
 - Inputting new hires, changes and information to ensure accuracy
 - Liaising with managers to ensure that timesheets and departmental information is accurate
 - Processing and reviewing payroll for approval
 - Researching issues and liaising with PayWorks as required
 - Manual cheques or extra runs as required
 - Implementing system processes to ensure efficiency and consistency across all payrolls
 - Filing of payroll related information
 - Data analytics

Benefits:

- Responsible for enrolments, terminations and changes to all information related to benefits
- Communications to employees regarding benefit program changes, EAP initiatives, and answering employee questions regarding benefits

Occupational Health & Safety:

- Provide support for committees and compliance for WorkSafe BC, including tracking training, binder maintenance, as well as supporting any OHS initiatives

Recruitment Support:

- Provide support to the HR team on recruitment including:
 - Updating job descriptions, creation of job ads, posting roles, prescreening resumes and candidates

- Onboarding processes to support operations and gather necessary information for payroll processing

Other Admin Support May Include:

- Providing support for company events
- Working with Marketing on Employer Branding or other initiatives as required
- Maintain HR Calendar
- Supply orders as required
- Reporting as required