



## **Role**

- Payroll/HR Administrator

## **Reports to**

- Senior Manager of Finance or VP of Finance

## **Location**

- The position is mainly based at the Sudbury office (Ontario). Remote work may be required in accordance with public health guidance.

## **Overall responsibility**

- Working with professionalism and financial discipline to help Wallbridge be successful.
- Prepare and process bi-monthly payroll runs. Prepare and administrate HR related tasks.

## **Key responsibilities, as appropriate**

- Prepare bi-monthly payroll runs and process through our service provider on a timely basis.
- Maintain vacation and banked time balances for all employees.
- Assist department heads with recruitment through job advertisements.
- Review and screen employment applications and coordinate the interview process with department heads.
- Prepare initial job offers for review and pre-employment checks.
- Prepare and complete onboarding of new employees.
- Administer the benefits plan in conjunction with the benefits provider.
- Comply with all company policies and procedures.
- Other related duties as determined necessary from time to time.

## **Term of employment**

- Full time agreement for 40 hours per week.
- Compensation commensurate with experience and qualifications.

## **Qualifications**

- University degree or College Diploma in Business/Accounting/HR from a recognized institution.
- 1 – 3 years of experience in an HR and/or payroll role.
- Strong written and verbal communication skills preferably in both French and English.
- Knowledge of Ontario and Quebec labour laws and government requirements (preferred).
- Computer literacy including experience with Microsoft Office, experience with Ceridian considered an asset.
- Other accounting or clerical experience considered an asset.