



Career Opportunity

Payroll & Benefits Administrator

Blumenort, MB

Role Summary

Reporting to the Director of Human Resources, the Payroll & Benefits Manager is responsible for paying employees by managing payroll preparation, completing reports and maintaining appropriate records. This position is responsible for administration of the company Benefits program which includes health, life, disability, retirement plans and claims management programs.

Principal Duties & Responsibilities:

- Responsible for coordinating and managing the Agrihub payroll function running bi-weekly payrolls and monthly commission payroll runs, issuing pay statements and commission reports
- Generating various payroll-related reports for management and finance, and as requested
- Verifies timekeeping information for all employees and calculates pay, bonuses, commissions and severance as applicable; manages and calculates taxes and deductions; calculation of retro-active payroll earnings and deductions as needed
- Creates and maintains employee files electronically and in paper form
- Coordinates payment to employee retirement savings plans and various other remittances as required
- Administers the benefit plan, provides information to employees on benefits, and processes all benefit applications
- Responsible for all Agrihub companies' non-WCB claims management including submission of long-term disability forms
- Provides understanding and guidance to others in Provincial Payroll Legislation pertaining to Manitoba, Saskatchewan, Alberta, BC and Ontario
- Manages the safety footwear reimbursement program
- Assists Marketing in providing company-supplied clothing as needed
- Assists the HR team with Employee Event planning and facilitating

Desired Skills

- 3 years' experience in administering payroll functions
- Payroll Compliance Professional certification or working towards
- Proficiency in payroll software, MS office, and electronic communications
- Strong relationship building skills with a client orientation
- Strong oral and written communication skills
- Excellent time management and organizational skills
- Strong Analytical thinking skills
- Ability to work independently and take initiative
- Ability to handle multiple job tasks and meet firm deadlines
- Ability to maintain a high level of confidentiality, good judgment, and tact.
- Dynamic, self-motivated, pro-active, team player

If you are interested in this position and meet the above criteria, please submit your resume in confidence to careers@agrihub.ca