

# Payroll & HR Assistant

## Job description

Trafigura Group has an immediate need for a qualified **Payroll & HR Assistant** at Myra Falls Mine on Vancouver Island, British Columbia. We are an Equal Opportunity Employer and offer a very comprehensive compensation and benefits package.

**Make Myra Falls Mine your next career choice!**

As the Payroll & HR Assistant, you will provide day-to-day support for Payroll, Benefits & HR Administration. For this role, we need someone who is reliable, detail-oriented and excited about getting involved in a wide variety of Human Resources activities. Some of the key responsibilities in this role include but are not limited to:

### Responsibilities

- Assist the Payroll, Pension & Benefits Lead in all payroll activities, including, but not limited to;
  - *Administration of bi-weekly and semi-monthly payrolls.*
  - *Verification of time entry and other payroll information from timekeepers/supervisors/managers.*
  - *Enter employee data for appropriate documentation and tracking i.e., updating excel sheets, payroll software, and other tools used to track and review Payroll &*
  - HR metrics.
  - Administration of group insurance and pension plan, including enrollments, changes, terminations.
  - Assist in preparation of T-4 slips and other year-end processes.
  - Maintain and update SOP and payroll process flow chart.
  - Complete terminations and process ROE's, benefit terminations and transfers, and other employee personnel termination steps.
  - Provide administrative support throughout full cycle recruitment (internal and external).
  - Responsible for HR administration including employee records, files and documentation management.
  - Review new hire entries into payroll system and verify source documents.
  - Provide assistance and respond to employee inquiries including boot, coverall & locker assignments, travel arrangements, camp accommodations and bus transportation, etc.
  - Complete Service data entries for HR invoices
  - Provide coverage for HR Coordinator as required
  - Other HOC and special project duties as required.
- Critical Skills**
- The ability to communicate effectively and work with various individuals and department needs
  - Detail-oriented with a high level of accuracy
  - Demonstrate a high level of organizational, administrative and problem solving skills

- Ability to maintain a high degree of confidentiality when working with sensitive information.
- Adaptable, and willing to learn and take on new tasks
- Shows initiative and commitment to completing tasks in an efficient and thoughtful manner
- Takes instruction and feedback well and is eager to develop Payroll/HR skills

## Requirements

- A minimum of one year of experience in payroll.
- Proficient with Office 365 (Teams, Word, Excel etc.)
- Post-secondary education with a focus in Business Administration or Human Resources is considered strong asset.
- Previous experience in a business administration and/or human resources role considered an asset.
- Payroll Compliance Practitioner (PCP) (in progress or completion) is considered a strong asset.
- Experience with SAP is preferred.

This is an onsite position and daily travel between the Campbell River/Courtenay area and the mine site is required. Bus transportation is provided. Applicants must be legally entitled to work in Canada.

We thank all applicants for their interest; however, we are only able to contact those who have been shortlisted.

Job Types: Full-time, Permanent

Benefits:

- Casual dress
- Company pension
- Dental care
- Extended health care
- On-site parking
- Paid time off
- RRSP match
- Vision care

Schedule:

- Day shift

Work Location: One location