

**Position:** HR and Payroll Administrator  
**Reports to:** HR Specialist  
**Department:** HR  
**Location:** Head Office, Toronto, Ontario

### **The Opportunity**

Main point of contact and trusted partner for HR and Payroll related queries. This role will provide HR administrative support and manage all aspects of payroll in a timely and accurate manner. The ideal candidate should have strong numeracy skills, experience with HR procedures, have sound knowledge of labor laws and be able to multitask effectively

### **How You Will Be Spending Your Time**

- Providing complete administration service to the HR and Payroll function, supporting each area of the team with administration support, in line with business requirements
- Updating and maintaining internal HR systems, records, and reports with accurate people data
- Annual preparation of T4s
- Providing information and answering employee questions about payroll related matters.
- Prepare Records of Employment
- Manage the administration of the local HR system, assisting employees with queries
- Data entry for all payroll changes including new hires, terminations, salary, personal and other payroll related update
- Coordinating with the HR department to ensure correct employee data.
- Maintaining internal records, which may include preparing, issuing and filing company documentation
- Maintain accurate and comprehensive personnel records
- Prepare HR documents, like employment contracts and new hire guides
- Other duties as assigned

### **The Skills, Experience and Requirements You Need to be Successful**

- Must have experience on UKG (Ultimate Kronos Group) HRIS system
- Sound knowledge of labor laws and regulations
- At least 2 years of experience working in a payroll office
- At least 1 year experience providing HR Administrative support
- Exceptional verbal, written, and interpersonal communication skills
- Strong computer skills, including advanced Excel and Microsoft Office
- Willingness to learn and a self-starter attitude.
- Able to prioritize and multitask effectively

The Company values diversity in the workplace and is committed to employment equity. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the company will provide accommodation, accessible formats and communication supports for the interview upon request and we will work with you to meet your accessibility needs.