

Payroll & Benefit Administrator

Our company, a worldwide manufacturer & distributor of leading pet products, is seeking for a Payroll & Benefit Administrator to join our team! Reporting to the HR Manager, the incumbent will be mainly responsible for a timely and accurate processing of diverse payrolls within the company.

Responsibilities:

- Process weekly and bi-weekly payroll.
- Manage and follow-up disability and CSST claims.
- Ensure that legal requirements are conformed related to payroll and benefits.
- Enroll and terminate employees on the benefit plan.
- Main contact for all aspects of payroll and benefits requests.
- Keep current with the taxation of salaries, benefits and other factors.
- Update changes related to benefits and payroll for new and terminated employees.
- Reconcile GL regarding payroll and DAS transactions.
- Prepare and balance all year-end payroll files.
- Maintain confidentiality and sensitive business information.
- Health and Safety visits at different plant locations.
- Prepare and conduct Safety training sessions for employees.
- Lead injury and incident inquiries and evaluations
- Other responsibilities as deemed necessary.

Qualifications

- 3-5 years' experience in a related field.
- Working experience with **Ceridian Dayforce** payroll.
- Experience working for a unionized work environment.
- Analytical skills.
- Excellent communication and written skills both in French and English.
- Time management skills.
- Able to multi-task within a fast-paced environment.
- Intermediate computer skills, including Excel, Word and Outlook.

If you are passionate about taking the next step in your career and you want to be part of a successful company, do not miss out on this opportunity; send in your CV and cover letter today to hresources-can@rchagen.com

We thank all applicants who apply, but only those selected for an interview will be contacted.