



PAYROLL & BENEFITS ADMINISTRATOR

Location(s): Office based in Edmonton, Alberta

We are project and people driven. We hire people who excel at their work, take on new challenges while exploring new ideas. Abalone delivers challenging assignments while providing a supportive work environment. We are always looking for talented individuals who can bring innovative solutions and new ways of thinking to every project.

We are seeking Payroll & Benefits Administrator with minimum 5 years' experience performing full cycle payroll for approx. 200-350 staff and craft employees.

Position Summary

Reporting to the controller, the Payroll and Benefits Administrator is directly responsible for performing weekly and bi weekly payroll for both field and office employees in a timely manner.

Primary Responsibilities:

- Enroll, change, and terminate staff in payroll system;
- Enroll, change and update changes to benefit system;
- Prepare cheques for union affiliations and governing bodies;
- Administer employees to the group benefits and group RRSP/DPSP programs;
- Complete full cycle bi-weekly and weekly pay to all staff and craft; ensuring information is accurate and correct;
- Compile payroll information summaries and reports;
- Maintains payroll records;
- Protects and maintains confidence of employee personal information;
- Resolve payroll discrepancies by collecting and analyzing information;
- Balance payroll to government and benefit records and issue ROE's;
- Resolves discrepancies between payroll records and general ledger accounts;
- Provides payroll information to staff, government, and benefit providers by answering questions and requests.

Qualifications Include:

- Minimum 5 years' experience in a similar position;
- Payroll Compliance Practitioner (PCP) certification is required;
- Post-secondary education in Finance, Business, or a related field is an asset;
- Strong knowledge of SAP and Microsoft Office programs (e.g. Word, Excel, Outlook).
- Strong attention to detail and a high level of accuracy;
- Excellent communication skills (written and verbal);
- Able to handle highly confidential information;
- Adhere to tight deadlines.



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What we Offer:

At Abalone we pride ourselves in offering a competitive salary and some of the best benefits available. Our benefits package includes extended health care (medical, dental), long term disability, life insurance and Employee Family Assistance Programs.

Safety is vital within any Abalone operation. All employees are expected to be familiar with the company's safety program and follow the safety policy at all times.

To apply please send your resume to:

resumes@abalone.ca

www.abalone.ca