
File #:	2022-79-0208
Position:	Human Resources & Payroll Coordinator – Temporary Full Time (1) – contract for 8 months
Department:	Human Resources
Location:	Burlington, Ontario
Posted:	February 08, 2023
Deadline:	February 22, 2023

Established in 2001, Shared Services West is a not-for-profit shared services organization with expertise in supply chain management, process optimization, and redevelopment planning. Working collaboratively with our stakeholders, we deliver cost-efficient services with a focus on innovative solutions.

As a company, we are built upon a family ethos. We are proud of our values and our culture, which are at the heart of our company. They set the standard for how we behave and work.

IS THIS YOU?

You are a seasoned HR Coordinator, open-minded and a positive individual. You are willing to go the extra mile for the stakeholders you serve. You pride yourself in strong work ethics, and you value-productive collaboration. You are a trusted professional who listens, anticipates, and effectively contributes to solving challenges.

You are organized, proactive, and serve as the primary contact for managers and employees on matters such as recruitment, new employee onboarding, as well as the benefits/pension, payroll, and leave of absence administration.

PRIMARY RESPONSIBILITIES

The primary duties and responsibilities of the role include, but are not limited to:

Human Resources Information System (HRIS) Administration

- Maintaining records of personnel and payroll related data in both hard and digital copy and ensuring all employment requirements are met.

Human Resources Administration

- Recording and tracking personnel requisitions
- Creating/Updating Job Descriptions
- Preparing and advertising job postings
- Applicant pre-screening
- Interview scheduling
- Liaising with hiring managers and supporting them through the recruitment and onboarding process
- Conducting reference checks
- Preparing correspondence (including new hire offer letters, employee change letters, work templates and other as required)
- Updating and maintaining operating guides and procedures
- Conducting onboarding and HR orientation
- Onboarding, terminating, and updating employee changes on ADP.
- Prepare monthly communication for global distribution.
- Respond to employee queries / requests received on SSW HR Shared Inbox.

Pension and Benefits

- Enrolling / terminating staff and completing employee updates.
- Reconciling monthly invoices.

Payroll Administration

- Administering and processing payroll for 100+ employees on a bi-weekly cycle. (ADP, ezLabour , people@work and pay@work)
- Verifying and processing expense claims
- Processing ROEs and leave top-ups.
- Provide payroll calculations (sick leave and pregnancy leave top-ups)
- Calculation of required payroll adjustments.
- Review payroll for accuracy and completeness.
- Respond to payroll inquiries where applicable.

POSITION REQUIREMENTS**Education**

- College diploma or University degree in Human Resources
- CHRP designation preferred.

Work Experience

- Minimum 3 years of administrative human resources experience and in a computerized payroll administration environment
- Experience working with a defined benefit plan is an asset.
- Experience with payroll procedures and relevant government legislation

Knowledge and understanding

- Knowledge of human resources processes and best practices
- Knowledge and understanding of payroll processes and relevant legislation.

Technical Skills

- Highly proficient in Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Experience working with ADP automated Payroll systems required
- Experience with accounting software (MS Great Plains) an asset

Personal Attributes

- Accountability, Integrity and Flexibility
- Solid critical thinking and problem solving skills
- Excellent organization and time management skills
- Ability to work autonomously and as part of a team
- Motivated and able to work efficiently and with accuracy in a high volume, fast paced environment
- Optimism
- Confidentiality

WORK ENVIRONMENT

- Office location – Burlington, Ontario, Canada
- Office hours are generally 8:30 AM to 4:30 PM (with some flexibility), Monday to Friday
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions

SSW Employees will enjoy:

- Competitive compensation
- One of the top pension plans in Ontario (Healthcare of Ontario Pension Plan-HOOPP)
- Employee Assistance Program
- Flexible environment
- Family-feel culture



To apply, please email your resume to careers@ssw.ca indicating the **position title** and **posting #** in the subject line. As part of the initial recruitment process, selected candidates will be asked to complete a Job Feedback. Please note that this does not guarantee advancement to the next step in the recruitment process.

"We thank all applicants for their interest in Shared Services West. Only qualified candidates selected for interview will be contacted **by email**. ***Please ensure that you monitor your email (including junk mail) in the event you are contacted.*** If contacted for an interview, please inform us should any accommodation be required."