

NOW HIRING!



Payroll and Benefits Administrator, RICHMOND

Are you looking to work for one of Canada's Best Managed Companies? Do you enjoy working with a close team of supportive professionals? Do you want to commit to an organization with an outstanding record for safety and reliability? Are you searching for an employer who provides amazing perks and works hard to provide a work-life balance for their employees? If so, look no further!

The Payroll & Benefits Administrator is responsible for administering employee payroll and benefit programs. This role will provide support to the Finance and People & Culture team.

WORK HOURS: Office hours (32-40 hours/ week)

LOCATION: 4760 Inglis drive, Richmond

TERM: Full-Time Regular

DEPARTMENT: Finance

COMPENSATION AND BENEFITS: Competitive wage, extended health benefits, flight perks (including buddy passes and global inter-airline partnerships), discounts at local restaurants and partner organizations, uniform, staff events and much more!

Responsibilities and Expectations

- Process and calculate full cycle bi-weekly payroll for 450+ salary and hourly employees, including CRA Receiver General remittances
- Set-up of new hires and ongoing maintenance of employee information in timekeeping and payroll system
- Process ROEs, job letters, garnishments/FMEP/third party deduction notices as well as handling third party inquiries relating to these
- Secondary contact for employees/managers on questions relating to payroll, group benefits, voluntary RRSP contributions, personnel information changes
- Frequent communication with ADP Workforce Now for payroll inquiries
- Full cycle administration of the group benefits plan (monitoring eligibility, enrollment, termination, changes, reviewing monthly statements for accuracy, etc.)
- Provide payroll reports to Accounting when needed
- Other duties assigned by Payroll Supervisor, or People & Culture Manager

Qualifications/Assets

- Must be professional, focused, organized and able to handle pressure with low stress in a highly fast pace and deadline driven environment
- Completion of Payroll Compliance Practitioner (PCP) designation
- Experience with ADP Workforce Now
- Is efficient while also maintaining a high degree of accuracy and have excellent attention to detail
- Comfortable handling highly confidential information and situations and exercise good judgment to handle them ethically and professionally
- Able to analyze situations and prioritize/problem solve them appropriately
- Excellent interpersonal skills and verbal and written communication skills
- Able to work well independently with little supervision and in a team environment
- Well versed with relevant sections of the Canadian Federal Labour Code (CLC) and/or BC Provincial Employment Standards regulations



JOB PROFILE - Your Flight Path to Success

- Minimum 4 years experience with processing full-cycle payroll for medium to large size companies
- Minimum 2 years experience in group benefits administration required
- Experience with Microsoft Excel and Microsoft Word required

ABOUT HARBOUR AIR GROUP

- Launched in 1982, Harbour Air is North America's largest seaplane airline. With around 500 employees, it flies more than half a million passengers annually both within BC and to/from Seattle, USA.
- Our people are the backbone of our organization, and we are committed to creating a culture that inspires one another to achieve extraordinary success. We have regularly been honored as the recipient of numerous awards including Canada's Best Managed Companies, BC's Top 55 Employers, and Canada's Most Admired Corporate Cultures.

APPLY NOW: Email your resume and cover letter to jobs@harbourair.com quoting 23-29 Payroll and Benefits Administrator, Richmond

DEADLINE: Open Until Filled

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Harbour Air is an equal opportunity employer, we are committed to Diversity and Inclusion and value a diverse workforce. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us closer to our customers and communities we serve.

Harbour Air is committed to developing a barrier-free recruitment process and work environment. Accommodations in relation to the job selection process are available upon request. If you require any accommodation, please email jobs@harbourair.com and we'll work with you to meet your accessibility needs.