



## EMPLOYMENT OPPORTUNITY

### PAYROLL SPECIALIST

**Job Code:** CW16-076  
**Post:** August 30, 2017  
**Position Type:** Permanent Full-time  
**Hours of Work:** Monday to Friday 8:30AM – 4:30PM  
**Location:** Richmond, BC  
**Department:** Human Resources  
**Compensation:** Commensurate with experience

#### POSITION OVERVIEW:

ContainerWorld has an immediate for a full-time opportunity as Payroll Specialist. The successful candidate must be detail oriented, highly organized, outgoing and have a great sense of humor. If this sounds like you, please read on!

#### MAIN RESPONSIBILITIES:

- Process bi-weekly payroll using ADP Pay@Work and KRONOS systems
- Audits, verifies & authenticate electronic timecards entries and ensures timely approvals by Warehouse Supervisors
- Files Record of Employment electronically
- Processes Year-End and files related tax forms, reconciles Banked & Vacation Balances
- Provides reports to management, union and government as required
- Hosts New Employees Orientations, and collection of relevant personal information for new employee Payroll & HR setup
- Enrolls employees in benefits programs
- Submits WorkSafe reports and ensures it meets sensitive deadlines and coordinates Return-to-Work programs
- Supports HR Generalist activities
- Other duties as assigned

#### COMPETENCIES REQUIRED:

- 2 to 3 years related experience in Payroll & HR, and knowledge in both ADP Pay@Work, Kronos T&A systems and People@Work HRIS system
- Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM) certification
- Ability to prioritize multiple tasks in a very fast paced environment
- Deadline driven, strong work ethic, and
- Fluency in Microsoft Office with advanced Excel skills
- Solid knowledge and understanding of Employment Legislations and Labor Standards
- Excellent communication skills, and be able to handle challenging situations in a confidential, timely and diplomatic manner

ContainerWorld offers an attractive package which includes excellent benefits and competitive compensation. Qualified candidates to apply for this position please email your resume and cover letter with your salary expectations to [careers@containerworld.com](mailto:careers@containerworld.com)

*We thank all applicants for their interest; however, only shortlisted candidates will be contacted.*